Columbia Valley Arts Council
Invermere, B.C.
columbiavalleyarts@gmail.com

Role:	Administrator
Reports to:	Member of the Board of Directors
Role details:	Part-Time (20 hours/week)
Compensation:	$22/hour
Start date:	January 2027

About Us:

Columbia Valley Arts Council (CVA) is a not-for-profit registered under the BC Societies Act and a registered charity in Canada. Located in beautiful Invermere BC and serving the entire Columbia Valley, our mission is to enhance, inspire and encourage participation in the arts. We aspire to be a catalyst for a thriving arts community bringing people to the arts and arts to the people.

Located on unceded Ktunaxa territory in the beautiful and historic Pynelogs building adjacent to Kinsmen Beach, this venue permits us to house an active gallery, live performances, classes and programs as well as support a community hub for the arts and other not-for-profit organizations.

CVA has a Board of supportive directors who want to see you and CVA thrive.

About You:

You are an energetic and enthusiastic individual who knows how to get things done. You love a fast-paced environment with competing priorities. You know how to engage and manage people and priorities and you understand the challenges and opportunities of working with a volunteer board in a small organization. You have administrative experience or transferable experience and skills. You are proficient with Microsoft 365 and other digital productivity tools including document management, spreadsheets, email and online collaboration platforms such as Google Workspace. You are someone who is well-organized, takes initiative, is capable of working independently and can manage your time effectively. As part of your 20 hour weekly schedule, you have the flexibility to work Saturday's and occasional evenings.

You align with our values of **collaboration, transparency, integrity, and inclusion**.

About the Role:

The Administrator role is an integral component of Columbia Valley Arts day to day operations. The role carries out the following duties:

Administration:

- Overseeing financial reconciliations, invoicing, bill payments and artists commissions;
- Managing electronic files/Google drive;
- Working with the Board of Directors to ensure regulatory management and compliance such as with Societies registrations, arranging Board banking access and setting up meetings through Google Meet;
- Assisting with the organization and attending the Annual General Meeting;
- Monitoring a CVArts email account and phone, addressing/redirecting responses in a timely fashion;
- Scheduling facilities maintenance and additional cleaning as required;
- Submitting permit applications as required (50/50, event permits etc);
- Acting as the after-hours gallery emergency contact as required (compensation provided);
- Managing recycling/bottle deposits;
- Shopping for occasional supplies (cleaning supplies, coffee counter supplies);
- Managing and overseeing rental agreements (eg: long term, short term and profit-sharing agreements);
- Crafting a summary report of all recent activity for each Board of Directors meeting;

Managing memberships:

- Reconciling membership payments;
- Maintaining a current membership list;
- Sending reminder emails when memberships are about to expire;

Managing all administrative aspects of volunteer management:

- Ongoing volunteer recruitment;
- Ensuring new volunteers receive an orientation and training and sign a Volunteer Contract;
- Maintaining contact with volunteers so they are aware of volunteer opportunities and remain engages;
- Maintaining a current volunteer list;
- Coordinating volunteer appreciation event(s);
- Creating and distributing content to volunteers;

Other:

- Assisting the Operations Coordinator as needed and specifically with setting up/taking down exhibits, working at exhibitions and events and by covering the gallery on days when the Operations Coordinator is not available;
- Additional duties as assigned from time to time.

If this sounds like you:

Please submit your resume, a cover letter, and any relevant portfolio or experience documentation to cindy.munn47@gmail.com (attention Board Chair).

Deadline for applications is December 9, 2026.

Columbia Valley Arts is an equal opportunity employer committed to fostering an inclusive and diverse working environment.