



PART TIME ADMINISTRATIVE ASSISTANT – FUNDRAISING AND MARKETING

The Pemberton Arts Council is seeking an individual with fundraising, event planning and marketing experience to assist in engaging the community to increase opportunities for art and culture in the Pemberton area.

Reporting to the President, the Administrative Assistant oversees fundraising and membership recruitment and provides administrative and marketing support to the Board.

Fundraising:

- Develop and implement a fundraising program - Membership and sponsor recruitment , grant writing, solidifying relationships with local government, funders and stakeholders
- Plan and oversee the delivery of fundraising events.

Administrative and marketing:

- Social media planning and co-execution with Board
- General website maintenance

The position is part-time with a monthly salary for a two-year contract. Interested candidates should submit their resume and cover letter to marnie_s@shaw.ca attention: Marnie Simon, President by December 21, 2016.