Revised

Job Title: General Administrator
Classification: Part-time, salaried (approximately 5 hours/week)
Salary: $7,280–$7,800 per year
Location: Remote, with some on-site responsibilities in the Edmonton area
Start Date: Negotiable

GeriActors is a small intergenerational theatre company based in Amiskwacîwâskahikan (Edmonton). Our mission is to create performer-led theatre—original plays based on true stories and issues related to aging—as well as community outreach activities. Our work aims to be high quality while fostering positive intergenerational relationships and authentic perspectives on aging.

ABOUT THE ROLE
The General Administrator supports the day-to-day administrative and financial operations of GeriActors and helps ensure the organization's programs and activities run smoothly.

Responsibilities include:

- Manage day-to-day administrative tasks and organizational correspondence.
- Maintain administrative records, documents, and filing systems.
- Assist with maintaining the organization's website, social media, and other promotional activities as needed.
- Coordinate with the Associate Director, Treasurer, and external funders to prepare grant and casino applications.
- Track grant and casino reporting requirements and assist with completing reports and submitting them on time.
- Maintain financial records in QuickBooks Online, including tracking expenses, processing invoices, and bank reconciliations.
- Prepare financial reports, cash flow summaries, and budget-to-actual reports in consultation with the Treasurer and bookkeeper.
- Assist the Treasurer with preparing and presenting financial reports at quarterly Board meetings.
- Assist with developing and monitoring the organization's budget in consultation with the Treasurer and Associate Director.
- Prepare and manage temporary staff contracts in consultation with the Associate Director and Board, as required.
- Provide general administrative and operational support for GeriActors' programs, activities, and events.
- Perform other related duties as required.

QUALIFICATIONS

- At least 3 years of relevant administrative experience, preferably in a non-profit, not-for-profit, arts, or community organization.
- Experience using QuickBooks Online or similar accounting software, including expense tracking and financial record keeping.

- Demonstrated competence in preparing grant applications and reports and meeting funding and reporting requirements.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- A degree or diploma in Arts and Cultural Management, Theatre Arts, Business Administration, Accounting, or a related field will be considered an asset.
- Experience working with seniors and/or intergenerational groups will be considered an asset.
- Knowledge of and experience in the Edmonton theatre and arts community will be considered an asset.

WORKING CONDITIONS

This is a part-time, salaried position averaging approximately 5 hours per week over the year. Hours may vary depending on organizational needs, with additional hours during busier periods such as grant preparation, budgeting, board meetings, and other key organizational activities.

This is primarily a remote position, with some on-site responsibilities in the Edmonton area. The successful candidate will be expected to have access to their own computer, a reliable internet connection, and reliable transportation for on-site activities.

Hours are flexible and can generally be arranged to suit the needs of the organization and the successful candidate. Some evening and weekend work may be required to support organizational activities.

HOW TO APPLY

Open until filled. Early applications are strongly encouraged as interviews will begin immediately. Apply by sending a cover letter telling us how you fit with our theatre company, a resume and names of two references to Jheather@ualberta.ca.

Address your letter to: Jane Heather
Chair, Personnel Committee
GeriActors Board of Directors

Thank you for your interest in joining our team. At GeriActors we are committed to an inclusive work environment. We encourage applications from candidates who self-identify as members of under-represented communities to apply.