

# ENGLISH-LANGUAGE **ARTS** NETWORK

**ELAN Office Manager**  
**Full-time**  
**Starting August or September**

## General Qualities and Qualifications

- excellent written and oral communication skills in English,
- competent communication skills in French,
- proven skills as a team player who closely collaborates to achieve goals,
- effective organizational and reporting skills,
- good computer skills with email, word processing and databases,
- ability to work harmoniously with board members and a large, diverse general membership,
- experience with arts organizations and knowledge of the arts sector,
- working knowledge of data bases or web programming an asset,
- skills in graphic design will be useful,
- grant writing experience will be an advantage.

## Duties and Responsibilities

The Office Manager provides administrative support for the Executive Director and is responsible for day-to-day administration of the office.

- regular functions include replying to member enquiries/requests, answering phones, opening mail, scheduling meetings, ordering supplies, and maintaining office systems: paper filing, email and computer files,
- provides administrative support for board and committee meetings,
- supervises website and blog updates,
- maintains ELAN database by reviewing professional membership requests, and events submissions,
- co-hosts monthly schmoozers and social networking,
- manages communication and event promotion.
- assists in grant writing and revenue generating initiatives,
- represents ELAN at meetings as required.

Salary Range : \$26,000 - \$31,000 commensurate to experience.

Deadline for application August 20.

Send résumé with cover letter to [guyrodgers@quebec-elan.org](mailto:guyrodgers@quebec-elan.org)