

LCA! Administrative Assistant — Job Posting

Primary location: Toronto
Shift duration: 10-15 hours/week
Work schedule(s): Part-time

Lights, Camera, Access! (LCA!) is a Canadian charitable organization that provides services to advance the presence and participation of persons with disabilities in the entertainment, arts and digital media industries.

LCA! is seeking an energetic and driven individual to work with the Founder & Spokesperson, Executive Director, Board of Directors, Staff and Membership in the capacity of Administrative Assistant. Reporting to the Executive Director, the Administrative Assistant is responsible for providing office administrative services to ensure effective and efficient day-to-day operations of LCA!.

The ideal candidate will possess good communication and excellent organizational skills, extensive experience on a Mac platform with current technology skills, knowledge of the arts and culture sector (Film, Television, Digital Media, Theatre, Dance etc.) and an understanding of working with persons with disabilities. The candidate must also be able to work independently with sound judgment and attention to detail. The successful candidate will be working both in office and remotely.

Job Summary

Provide administrative services for the day-to-day operations of LCA!, including support for core functions of its business operations such as maintaining membership records, casting services, assistance to the Founder and Spokesperson and Executive Director, basic website and bookkeeping support. Works directly with the Executive Director and the Founder & Spokesperson. Provides administrative assistance for the Board of Directors.

Job Functions and Responsibilities

Day-to-day operations:

- Receive inquiries and communications from key stakeholders of the organization and forward and/or respond accordingly
- Type correspondence, reports and other documents as required
- Prepare and issue meeting minutes and agendas as required
- Proof read and/or edit organization documents and communications
- Provide administrative assistance with activities across LCA! projects
- Transcribe audio files as required
- Keep LCA! contact database current
- Contributes to the general management of the LCA!
- Responsible for keeping LCA! internal calendar up-to-date

Membership services:

- Contributes to maintaining accurate and confidential membership records.
- Issue appropriate member communications if required.
- Monitors LCA! calendar to ensure notices are issued and deadlines are maintained

Financial operations:

- Maintain accounting records and provide financial information reports working directly with the Accountant, Executive Director and Treasurer
- Process payments, invoices and receipts, prepare cheques

Requirements and Qualifications

- In graduate year or have recently graduated with minimum university undergraduate degree and/or college post-graduate certificate
- Demonstrated consistency in office administrative functions
- Initiative, ability to work independently and sound time management skills
- Solid foundation with office technology using a Mac platform: email, file management, website administration (knowledge of HTML is a plus), proficiency in computer applications, including excellent working knowledge of QuickBooks and advanced skills in the use of Microsoft Office programs specifically Outlook, Word and Excel.
- Ability to work within a virtual work environment.
- Ability to maintain a high degree of integrity, diplomacy and discretion in managing confidential documents and information
- Excellent planning and organizational skills with the ability to perform and prioritize multiple tasks seamlessly with attention to detail
- Excellent oral and written communication skills particularly business writing
- Strong interpersonal skills and the ability to build relationships
- Flexibility to work evenings, holidays, and weekends
- Expressed interest in the mandate of the Lights, Camera, Access!

Preferred Skills, Experience and Background

- Working with Persons With Disabilities
- Experience or background in the charitable cultural sector
- Film, Television and Digital Media background is an asset
- Knowledge of the AODA

Interested candidates should send a cover letter and resume. In the cover letter explain why you feel qualified for this position and salary expectations. Three references should also be supplied. Both able bodied and persons with disabilities will be considered for this position. **Deadline for receipt of applications is 5:00 pm EDT, November 30, 2016.** No phone calls please. Applications should have **LCA! Administrative Assistant — Job Posting** in the subject line of your submission sent to: info@lightscameraaccess.ca