

Office & Program Assistant

Established in 1984, the Saskatchewan German Council Inc. (SGC) is a provincial not-for-profit umbrella organization for over 30 members with the mission to promote German culture, language, customs, traditions, and interests for the benefit of all Saskatchewan people.

The SGC focuses on keeping the German culture flourishing and relevant in Saskatchewan. Our mandate is to embrace diversity, collaboration and inclusivity while providing member support, programs, services, and outreach across the province of Saskatchewan.

The Saskatchewan German Council is hiring an Office & Program Assistant to contribute to the efficient day-to-day office operations and supports the work of the executive director and the Board of Directors.

Primary Duties and Responsibilities:

Office Duties

- Provide administrative support to the executive director and board of directors
- Data entry and upkeep of the organization's databases, ensuring a high level of accuracy
- Data entry for monthly bookkeeping and creating of monthly financial statement
- Ensuring timely payment of bills and initializing of payment processes
- Update the SGC website using WordPress and communication via social media accounts (Facebook, Twitter, Instagram, YouTube) keeping in mind the SGC brand
- Process sales of memberships and resource orders
- Assist in planning and carrying out of meetings and events
- Book facilities for meetings and events as required, assist with event planning
- Oversee minutes during board and membership meetings
- Sort and file incoming communication
- Prepare and send outgoing memos, letters, invitations, funding applications, membership renewals, and packages
- Receive and process member funding applications and follow up forms
- Maintain an up-to-date membership roster
- Proofreading and/or editing of communications applying attention to detail and accuracy
- Maintaining office supplies by checking inventory and placing orders as required

Program Duties

- Assist with all aspects of SGC Member Funding Program
- Assist with preparation of SGC newsletters, E-updates and other publications
- Assist with SGC projects as required
- Other duties as assigned



—SASKATCHEWAN—
GERMAN COUNCIL
LANGUAGE. CULTURE. TRADITION.

Qualifications:

- Knowledge of the German language
 - A passion for culture & multiculturalism; knowledge of the German culture and traditions
 - Work experience in similar administrative, accounting or marketing functions an asset
 - Proficiency in the use of or willingness to learn the following programs and applications:
 - Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Access, Publisher)
 - Sage 50
 - Graphic Design Applications such as InDesign, Photoshop, Adobe Illustrator, Canva
 - WordPress
 - Social Media Applications such as Facebook and Twitter
 - Ability to maintain positive working relationships with SGC staff, board, members, and affiliate organizations
 - Maintenance of excellent member and client relationships by anticipating, understanding, and responding to needs and questions to meet or exceed expectations
 - Attention to detail
 - Excellent oral and written communication skills, lining up with the SGC brand
 - Excellent time management skills and ability to prioritize tasks by assessing situations to determine urgency and meet challenging deadlines
 - Ability to adapt to evolving tasks and to make clear, timely decisions
 - Ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary
 - Excellent organizational skills including the ability to develop work schedules, set goals, create/implement actions plans and monitor progress towards goals
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Hours: 37.5 h/week with some flexibility for approx. 6 weekend days for board meetings and some evenings for events required.

Work Location: 510 Cynthia Street, Saskatoon, SK

Salary: depending on experience and qualifications, between \$18.00 and \$20.00/hour

Start date: flexible, t.b.d.

Benefits: Health Care Plan, Pension Plan, free on-site parking, time off during Christmas and New Year.

How to apply? Please e-mail your resumé and a cover letter to gabi@saskgermancouncil.org

Contact: Gabriele Waidelich-Harrison, Executive Director

Deadline for applications: Open until filled.

The Saskatchewan German Council Inc. is an equal opportunity employer where diversity is valued. We thank all applicants who apply; however only those selected for an interview will be contacted.

Saskatchewan German Council Inc.
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www.saskgermancouncil.org