

SaskCulture
Creative Kids Administrator
Job Description

Creative Kids Saskatchewan is a charitable program of SaskCulture Inc. (a community-based, non-profit cultural organization) that provides funding assistance to children aged 4 to 19 years who face financial and social barriers to participation in art and culture activities. It is funded by private donations and sponsorships through the registered charity Creative Kids Canada Inc., with administration supported by SaskCulture.

JOB SUMMARY:

Reporting to the Administration Manager, as an employee of SaskCulture, the Creative Kids Administrator supports the Creative Kids Program and assists with financial management. The position works closely with the Creative Kids Outreach Consultant in the delivery of the program, community engagement, and compliance to charity policies. This is a full-time position working Monday – Friday (37.5 hours per week).

JOB RESPONSIBILITIES:

1. Creative Kids Program Support
 - a. Responds to both written and verbal enquiries from applicants, service providers and volunteers as the initial/primary contact for the Creative Kids Program.
 - b. Administrative and logistical processes including receipt, review and processing of Creative Kids applications ensuring completeness of information, assessing application eligibility, coordinating and facilitating the adjudication process and distributing funds.
 - c. Liaises with applicants and service providers regarding applications and results, and manages notification and payment processes using mail merge, email and export/import components.
 - d. Co-ordinates meeting logistics, travel, accommodation and facility requirements.
2. Creative Kids Data Management
 - a. Maintains the Creative Kids Service Provider registry and applicant database.
 - b. Supports the Creative Kids online application portal and maintains database user manuals.
 - c. Maintains confidential files on Creative Kids applications and registrants.
 - d. Generates monthly and annual statistical reports.
3. Support to Creative Kids Volunteer Committees
 - a. Maintains a current list of volunteer committee members province-wide for the peer assessment of applications.
 - b. Ensures applications are adjudicated appropriately based on geographic location of the applicant.
 - a. Prepares summary reports for adjudication as well as attends and records evaluation results at adjudication meetings.
4. Financial and Administrative Support
 - a. Prepares and processes grant payment vouchers and monitors outstanding payments to Service Providers.
 - b. Assists the Communications team with the development and issuance of the Creative Kids e-newsletter and Progress Report, ongoing maintenance of the Creative Kids website, and identifying information to be shared on social media such as Facebook, Instagram, YouTube, TikTok and X.
 - c. Manages an inventory of promotional materials, letterhead, envelopes, forms, etc.
 - d. Edits, formats and proofreads communication materials and presentations.
 - e. Provides support to fundraising and awareness including writing grant applications and assisting with event management.
 - f. Processes Accounts Receivable using SAGE 300, reconciles monthly credit card and direct deposits to bank statements, and prepares bank deposits.

- g. Provides additional back-up to the Financial Administrator, as required, including processing and recording Accounts Payable, Journal Entries, monthly bank reconciliation, and preparing financial statements.
 - h. Coordinates incoming and outgoing mail.
 - i. Other administrative duties as required.
5. Attends internal and external meetings/conferences and other events hosted by the organization and participates in team building, strategic planning and policy reviews with all SaskCulture staff.

KNOWLEDGE, SKILLS AND ABILITIES:

The incumbent requires excellent skills in computer applications (word processing, database, spreadsheet, social media, etc.) and event coordination, excellent oral and written communication skills, ability to process information and provide clear/concise direction, customer relations, and file management, and must be detail-oriented with strong organization skills and flexible to adapt to an often demanding environment. Given the confidential nature of the applications, the incumbent must be respectful of sensitive data and able to demonstrate a high degree of discretion in dealing with confidential information.

KEY CORE COMPETENCIES:

- ***Customer Aware and Focused:*** Must be committed to providing responsive services to members, potential members, and other community stakeholders and work respectfully within a multicultural and multidisciplinary environment. Must be passionate about charitable work and empathetic of varied family circumstances.
- ***Team-Orientation:*** Must be committed to being a team player and working to meet team goals. Must effectively prevent and respond to conflict.
- ***Communication:*** Must be able to convey and listen to information and opinions of diverse audiences with clarity, conciseness and professionalism, in both verbal and written contexts. Must have strong written and oral communication skills.
- ***Leadership:*** Must be willing to share areas of competence with others. Must show personal leadership within the position, through setting priorities and meeting timelines consistently.
- ***Strategic Thinking/Problem Solving:*** Must be able to anticipate and solve problems effectively and use innovative approaches to deal with them. Must be willing to participate in the ongoing change process required of an organization that values the cultural community.

JOB SPECIFIC COMPETENCIES:

- ***Verbal, Written & Electronic Communication Skills:*** Must have excellent writing skills and the ability to prepare, proofread, and format communication tools in a variety of formats and for a variety of audiences. Must be able to communicate in a professional manner to reflect the images of SaskCulture and Creative Kids, assess information and determine what is important.
- ***General Office Skills:*** Must be familiar with a variety of office equipment and procedures including filing, photocopying, mail, etc.
- ***Attention to Detail:*** Must be detail-oriented and precise with the ability to review letters, documents, event plans and event budgets in detail to ensure accuracy, complete information and timeliness. Must understand the CRA requirements for issuing charitable tax receipts.
- ***Flexibility & Initiative:*** Must be able to effectively handle interruptions, multi-task, and provide support to all areas in SaskCulture with moving deadlines and priorities.
- ***Organizational Skills:*** Must demonstrate strong organizational skills, with the ability to plan, set priorities, and meet timelines consistently.

- **Computer Skills:** Must be familiar and proficient with various computer software programs, word processing, customized databases, spreadsheets, internet, online payment processes, and social media. A developed understanding of customized databases is required.
 - **Financial Knowledge:** Must have a general understanding of generally accepted accounting policies to voucher and monitor payment processes.
 - **Cultural Knowledge:** Requires a general knowledge of cultural activity in the province, SaskCulture's role within the cultural community and the diverse cultural environment and organizations that SaskCulture deals with. Must understand the diversity of Saskatchewan's landscape, family dynamics, and social and economic barriers to participation in cultural activities.
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This position offers a competitive, annual salary starting at \$59,875, plus pension and benefits.