



Employment Opportunity: Operations Coordinator – Contemporary Art Forum Kitchener and Area (CAFKA)

Compensation Package: \$30,000 - 35,000 Part-time, flexible salary with extended health benefits and 2 weeks' vacation (24 - 28hrs per week, to be determined in conversation with successful candidate)

Application Deadline: November 6, 2022

Anticipated Start Date: November 28, 2022

As Ontario's oldest public art forum, for 20 years CAFKA has supported a diverse spectrum of local, national and international artists in the presentation/dissemination of ground-breaking, contemporary, interactive and interventionist public artworks in Waterloo region through biennial programming and special projects. As the only artist-driven visual arts organization in the region and a pillar within KW, CAFKA's primarily free biennial program in unexpected public spaces expands contemporary art experiences outside gallery environments and positions them as critical and integral parts of community life—accessible to everyone. Through the biennial, lectures, tours, workshops and related special projects, CAFKA develops opportunities for people in the community and beyond to learn about contemporary art, and engage in discourse around issues of public and private space.

CAFKA is currently looking for an Operations Coordinator to join our expanding team

Job Description:

Working closely with and reporting to the Director, the Operations Coordinator supports all aspects of CAFKA operations, including the implementation of core strategic initiatives and organizational development. The position's primary responsibilities include financial administration, oversight and reporting; human resources, volunteer, and membership administration and development; facilities management; as well as operational grant writing, development and marketing.

Operations, Finance and Development:

- Works alongside the Director to fulfil mandate of CAFKA and act as a spokesperson for the organization
- Coordinate general operations and administration of organization and biennial including maintenance and communication.
- Resource / Office administration: Physical and virtual resource and information management; primary point of contact for general inquiries, mail etc.; primary liaison for contracted service providers (bookkeeper, auditor, etc.).
- Ensure sound bookkeeping and accounting procedures for organization including financial transactions, accounts payable and receivable, payroll, remittances, reconciliation, and reporting (finance tracking, CADAC, Final reports, etc.).

- Processes donations, memberships and coordinates records management through quickbooks and CRM software
- Work with Director and Auditor to complete organization's annual audited statements
- In collaboration with Director, contribute to human relations including development of job descriptions, operational workflows and training
- Develops and contributes to policies and procedures relating to HR and operations as required and assigned according to best practices
- Prepares evaluation reports on biennial activities as required including impact and post-mortem.
- Prepares and assists with development of budgets, forecasting, etc.
- Develops and participates in revenue generation strategies through both public and private sector initiatives and related fundraising and marketing campaigns in collaboration with Director and Development and Outreach specialist. Assistance in identifying, preparing and contributing to additional funding sources and collaborative opportunities such as grants, fundraising, sponsorships and partnerships as required.
- Takes lead on operational grant writing in collaboration with Director and BOD.
- Prepares contracts and letters of agreement as directed and required
- Board of Directors –schedules meetings (email reminders, zoom links, room booking) prepares agendas, assists with recruiting, attends board meetings, prepares regular reports and memorandums to the board
- Participate in development and implementation of digital and social media strategies to enhance the profile of the organization and audience engagement
- Assist with and support biennial programming, volunteer and education initiatives as directed.
- Opportunity to tailor creative input and collaboration if desired.

Qualifications:

- A passion for contemporary art in public spaces. Familiarity with Waterloo regional community
- 2 years experience in an administrative or operations role in a not-for-profit arts organization.
- Post-secondary education or relevant experience in arts administration, not-for-profits, business administration considered an asset
- Commitment to centring anti-racism and anti-oppression in all aspects of work
- Experience facilitating budgets, audits, payroll and demonstrated experience with accounting software such as Quickbooks
- Successful track record in securing grants
- Familiarity with CADAC system considered an asset
- Excellent interpersonal, written and verbal communication skills. Highly organized
- Ability to work creatively, think critically, and problem solve
- Experience in a Mac environment. Familiarity with Adobe Creative Suite, Microsoft Office, Zoom, Dropbox, Mailchimp, social media, Drupal considered an asset.
- Ability to work independently, as well as collaboratively at all levels of operation in a fast-paced environment
- A team player dedicated to building a collegial and collaborative environment as well as continuously building respectful and trusting relationships with internal and external stakeholders and community members
- Hours are flexible and may vary depending on deadlines and in order to facilitate meetings and events. A flex block schedule will be in effect.
- Valid driver's licence considered an asset

How to Apply:

Please submit a cover letter and CV in a single PDF to [cafka @ cafka.org](mailto:cafka@cafka.org) with the subject “[your name] Operations Coordinator Application” by November 6th, 2022. We would prefer to receive applications electronically. Should you require accommodation at any time throughout the application process, please contact [csutherland @ cafka.org](mailto:csutherland@cafka.org)

We thank all applicants, but only those selected for an interview will be contacted. Interviews are expected to take place in the middle of November.

CAFKA is committed to anti-racism and anti-oppression. We invite individuals who reflect the diversity of our community to apply, including those who identify as Indigenous, Black, people of colour, LGBTQIA2S+ individuals, people with disabilities, and members of equity seeking communities. CAFKA is guided by an anti-racism action plan and engages in an accountability audit annually.

For more information, please visit our [website](#)

