



SAINT JAMES MUSIC ACADEMY

303 East Cordova Street
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Program Administrator

SAINT JAMES MUSIC ACADEMY is a donor-sponsored music academy that provides full orchestral and choir-based music education - and so much more! - to children living in and around Vancouver's Downtown Eastside, at no cost to families. A grassroots organization since its inception in 2007, SJMA is the product of people and communities coming together, working together, and creating together with the common goal of transforming lives through the power and love of music.

The music school enjoys broad support and collaboration ranging from local businesses; catchment elementary school teachers and administrators; the parish of Saint James Anglican Church and the Roman Catholic Archdiocese; arts and educational organizations like the Vancouver Recital Society and the Vancouver Symphony Orchestra School of Music, and many other valued partners.

The successful candidate will have excellent administrative and organizational skills, will enjoy working with others and feel comfortable working respectfully with individuals and organizations from a wide variety of cultural and religious backgrounds, and will be highly passionate about the singular vision and mission of SJMA. As an exceptional relationship-builder and communicator who can work effectively both independently and within a dynamic team environment, you will play a critical part in making life-changing opportunities with music education possible for kids in this community.

PROGRAM ADMINISTRATOR RESPONSIBILITIES

The Program Administrator reports to the Executive Director, and is the lead staff person responsible for the administrative and financial operations of the music school.

Administrative Operations

- Database Administration/Management
- Office management
- ordering of office supplies

Financial Operations

- Ensuring that employees are paid accurately and on time, delegating as needed

- Filing payroll reports to Worksafe BC
- Ensuring that the organization has its bookkeeping in order
- Liaising with bookkeeper and preparing reports
- With the Executive Director, preparing a draft annual budget
- Preparing and coordinating the annual audit
- Accounts Payable / Processing invoices
- Liaising with the Academy's financial institutions
- Filing annual information return to CRA

HR Operations

- Managing teacher agreements in (to be signed by Executive Director)
- Managing employee group insurance policy and charity insurance policies, liaising with benefits providers
- Assisting with the development of staff employment agreements
- Criminal record checks

Other Support

- Providing support to the Executive Director and Directors of other departments as needed
- Training staff as needed and providing general support to the daily program operations and special events
- Other duties as reasonably requested by the Academy.

QUALIFICATIONS & EXPERIENCE

- Demonstrated financial management skills
- Knowledge of / aptitude for Microsoft Office Suite, Adobe, donor CRM software (Salesforce), Google Suite, and payroll platforms such as Ceridian (currently in use) or Wagepoint (potential future)
- Ability to work independently and part of a team and to seek and take direction as appropriate
- Excellent interpersonal and communication skills; enjoys working with people and has the capacity to motivate others
- Some ability to work outside of regular office hours (9:00 to 4:30 Mon - Friday), particularly around the time of special events
- Relevant post secondary education

REQUIRED COMPETENCIES

- Integrity and accountability
- Diplomacy and professionalism
- Strong work ethic, high self-motivation and enthusiasm with a strong collaborative approach
- Excellent oral and written communication in English
- Strong administrative, time management, and organizational skills

- An ability to work with multiple stakeholders
- A strong passion for and commitment to the mission and vision of SJMA

Note: Suitable candidates are subject to criminal record check.

BENEFITS / COMPENSATION

\$55,000 - \$59,400 Salary commensurate with experience. Extended health and medical benefits are available through our group plan.

Hours: 35+ hours per week, Monday - Friday. This is an on-site position with some flexibility for remote administration.

Please note that only candidates who are permanently entitled to work in Canada will be considered for this position.

TO APPLY:

If you are full of positive energy and enthusiasm, and would love to be a part of an intimate and passionate team in an organization filled with moments of excitement and inspiration, we look forward to hearing from you!

To apply, send a resume with cover letter addressed to Executive Director, Sarah Godoy, and Program Director, Hannah Walker, at hannah@sjma.ca.

Information: 778-709-7731