



## Executive Director

The Quesnel and District Community Arts Council is looking for a professional individual with strong administrative and organizational skills. Reporting to a volunteer Board of Directors, the Executive Director will be responsible for day to day operations including but not limited to office duties, report preparation, grant writing, liaising with other community groups, and event planning.

The Executive Director must be:

- a team player, strong communicator, and a people person
- cooperative, collaborative, respectful, supportive, and reliable
- organized, with strong computer skills including being proficient with all aspects of word processing
- have bookkeeping training and relevant experience (Sage)
- flexible and able to attend all meetings and events (which could include evening and weekends)

The Executive Director position is a permanent part-time position (20 hours/week) and compensation will begin at \$21.50 per hour. For more information, or to apply with your cover letter and resume, email [qdcac2015@gmail.com](mailto:qdcac2015@gmail.com), attention Marguerite Hall. This position will remain open until filled.

Thank you to all applicants, however only candidates selected for an interview will be contacted.