



SLED ISLAND OFFICE COORDINATOR (ONE-MONTH CONTRACT)

Contract dates: May 30, 2016 - June 26, 2016

Application deadline: May 4, 2016 at 5:00pm MST

This position is funded by the STEP program and is only open to students continuing their studies in the fall. Full eligibility requirements are available here: <http://www.albertacanada.com/opportunity/employers/step-eligibility.aspx>

The Sled Island Office Coordinator will be responsible for facilitating the efficient functioning of the Sled Island office in the weeks leading up to and during the festival.

Responsibilities

- Greet and provide information to visitors, answer the phone and respond to emails sent to the festival's general information inbox
- Act as the point person for errands, mailing and supplies
- Coordinate office operations including deliveries
- Give direction to and supervise office volunteers

Qualifications

- Thorough knowledge of Sled Island
- Excellent written and verbal communication skills
- Excellent interpersonal and customer service skills
- Strong organizational and planning skills
- Ability to take initiative, multitask and prioritize work
- Strong attention to detail and ability to problem-solve
- Office management, administrative or assistant experience an asset

HOW TO APPLY

Please send a cover letter and resume to Maud Salvi, Sled Island Executive Director at hr@sledisland.com with "Office Coordinator" in the subject. The deadline to apply is May 4, 2016 at 5:00pm MST.