

Programming Administrator

Apply by: Sunday, December 19, 2021 at midnight EST

Interview Dates: Jan 17-28, 2022. **Only those chosen for interviews will be contacted.*

Ideal Start date: Mid February

To apply: (1) Fill out [this form](#) in English or in French. **(2)** Send your CV to workwithus@inpath.ca.

Important notes about applying:

- Name your attached PDF like this: *Position_Last name_First name*.
- Write the subject line of your email so that it corresponds with the name of your PDF.

*If you have any problems filling out the form or have questions about the process, please email workwithus@inpath.ca.

Hours: 40 hrs/wk (includes paid lunch hour)

Starting Salary: \$48,000 - \$54,000 depending on experience

Contract length: 18 month contract with a possibility to renew; 6-month probationary period

Where you'll be working: This is a remote position with an option to work from our Montreal office.

Benefits, Vacation, and Paid Time Off:

Group health insurance; monthly cellphone contribution; 2-weeks paid vacation per year and a paid winter holiday from December 25th-January 1st; 6 Wellness Days; 6 Sick Days

Your role:

As our Program Administrator, you will contribute to the impact of our creative, youth-based programming by working within the internal systems that support all of our programs. You will work closely with the Director of Programming and Director of Music Programming as well as the Head of Operations to build out processes and communication flows that improve the efficacy of our programs. You will communicate regularly with inPath's community of artists, process invoices, and follow up with artists and inPath team members to ask questions and provide context or explanations when needed. You'll adapt and help out as program needs emerge.

Your day-to-day tasks will include:

- Preparing, sending, and filing service agreements for contract workers and program participants
- Inputting and maintaining data through inPath's Customer Relationship Management (CRM) software
- Communicating with artists about residency and studio placements and supporting the creation and maintenance of the artist placement schedule
- Building relationships and communication with staff, artists, and program participants through email and phone
- Providing administrative support to artists and acting as an administrative liaison between inPath artists and programming teams
- Managing programming requests and program participant data using a CRM
- Coordinating meetings with clients and the programming team
- Respond to emails and other phone or web-based inquiries and liaise with programming teams
- Preparing and processing artist and participant invoices
- Analyzing CRM data and flagging discrepancies to Program Coordinators in an ongoing way
- Setting up meetings; taking notes, and following up on action items

**This position sometimes requires a fluctuating work schedule, with periods of greater demands on time than others. Early morning, evening and weekend work may be required.*

About You (your skills and qualities):

**We recognize the value of both paid and unpaid work and the value of lived experience. For this job, you should have some or all of the following skills and qualities:*

- You're skilled at prioritizing work and adapting to shifting circumstances. You're also comfortable asking for help and are willing to help out where needed, and are motivated by improving processes and workflows.
- You have a keen eye for detail and like to double check your work. Diving into spreadsheets, invoice tracking systems, and operational processes feels second nature to you.
- Setting up workflow and planning in the short and long term comes second nature to you.
- You like to learn and are comfortable not knowing everything right out of the gate.
- You like to understand challenges, ask questions, and find solutions. Understanding and managing information is an interesting challenge for you.

- You consider yourself digitally fluent and have worked with a Customer Relationship Management (CRM) and/or you're willing to learn.
- You understand the connection between clear communication and effective working relationships. You show patience and compassion when you need to follow up with people and explain things more than once.
- You like talking to people with different life experiences and are committed to understanding where they're coming from.
- You value the work environment as a space of connectivity and respect. Safety, accessibility, anti-racism, curiosity, and anti-oppression are part of the way you work.
- You are committed to learning new skills and are willing to unlearn.
- You have worked with (or spent time with) artists and creative types and understand that your strengths may be different than their strengths.
- You have experience working with and/or living in Indigenous communities.

Qualifications for this Position:

**We recognize the value of both paid and unpaid work and the value of lived experience. For this job, you should have some or all of the following qualifications:*

- Graduation from secondary school
- 3-5 years experience in a senior administrative position in the non-profit or private sector
- 3-5 years experience working in programming administrative roles in the non-profit sector
- University degree, college diploma, or certificate in business or public administration (an asset)
- Project management experience (an asset)

About Us:

We are a learning organization that designs and delivers arts-based programs alongside Indigenous youth. We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years. We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where creative learning encourages curiosity, promotes agency, and helps people feel connected to a community.

Our Work Culture & Norms:

Working as part of the [inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of [40+ artists](#) and 500+ youth who are building strength-based narratives through creativity. Our work environment is:

- Hierarchical, support-based, and highly collaborative
- Primarily English-speaking
- Fast-paced, dynamic, and nimble
- Guided by collectively developed group norms and agreements that focus on well-being
- A mix of in-person and remote team. Our office space in St. Henri, a charming neighbourhood in the south west of Montreal. Our team is primarily remote right now and we are interested in setting up a work opportunity that meets your needs. We also offer some flexibility in work hours.

Our Team is Committed to:

- Learning and professional development. We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.
- Caring, reciprocal relationships
- Un/learning our colonial history and present-day systems of oppression
- Our vision, mission and values as lived in the day-to-day
- Anti-oppression and anti-racism practices and pedagogies
- Systems change in education and learning from the inside out
- Collaborative work and creative problem solving
- An open, generative approach to giving and receiving feedback

Accessibility:

Our team is working remotely until further notice, with an option to work from the office. Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-free policy. If you have specific questions relating to accessibility, please email workwithus@inpath.ca.

A Note on Employment Equity:

We value the contributions individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve.

If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.