

The Bezanson Agricultural Society is a fast-paced growing organization which operates facilities, numerous programs, and community opportunities. Facilities include the operation and maintenance of Bezanson's Knelsen Community Centre including the Memorial Hall and the Buffalo Gravel Gymnasium, two commercial kitchens, an outdoor horse arena, ball diamond, and the promotion of Bezanson's rich history. The Centre caters to numerous groups, hosts events, develops projects and provides essential community initiatives, as well as being available as a rental facility. While striving to provide an excellent service for all, BAS values respect, edification, trust, collaboration, integrity and transparency and confidentiality.

#### Administrative Responsibilities:

Administrative Assistant position is responsible for overseeing the successful and efficient operation and management of the Bezanson Agricultural Society facilities, programs, and bookings.

Duties and Responsibilities include but are not limited to the following:

- Responsible for development and implementation of promotional and marketing initiatives and resources for all Bezanson Ag Society facilities, programs, events, and activities
- Administrative duties for the Bezanson Agricultural Society including Facility Bookings, program registrations, invoicing, collection of all monies, receipts, waivers, & preparing deposits for all and any related tasks
- Learn and implement the bookings software (Perfectmind)
- Design & implement Booking's calendar and related information, ensuring it's updated and current for all bookings in the office and on the website
- Facilitates all bookings & oversees any extra staffing/volunteers required for facility set up/tear down & opening, closing & lock up of facilities
- Responsible for implementing social media platform including the website; posting articles and information & linking to social media
- Responsible for creating and distributing the monthly newsletter
- Responsible for the promotion, inventory, sales and invoicing of the Centre's programs and facilities
- Record and file all maintenance, warranties, monthly, quarterly, and yearly safety checks
- Ensure updating, implementation and recording of safety/maintenance policies, procedures, guidelines, or protocols
- Provides administrative support to the Executive Director

#### Qualifications:

- Advanced computer skills, organizational and written communication skills
- Ability to learn and adapt to changing situations
- Website experience
- Experience in social media platforms
- Efficient in management & time-management skills
- Pleasant, positive, and supportive with customers, staff, and volunteers
- Team player

Hours: The hours of your employment are 20 – 30 hours per week as per experience, with the occasional evening shifts.

The effective date of employment is immediate when a suitable candidate is found.

Remuneration is based on experience.

Please send your resume including experience and a cover letter to [admin@bezansonagsociety.ca](mailto:admin@bezansonagsociety.ca)

If we require any additional information, we will contact you. We thank everyone for their application, however only those selected for an interview will be contacted.