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Arts Administrative Assistant

The Arts Council of Surrey is accepting applications for a Part Time Administrative Assistant. For details or to submit resumés, please email only to info@artscouncilof.surrey.ca; Subject: ACS AAA.

Position: Part Time Administrative Assistant

Computer Skills: Microsoft Office Suite

Duties & Responsibilities: Administrative duties, program development & execution, Creative programming & social media, sales & marketing skills

Qualifications: Organized, strong attention to details and deadlines, writing skills and sound work ethics and flexibility. Culturally aware and a love for the Arts. Ability to work in team involvement.

Deadline: September 30, 2015

NO PHONE CALLS PLEASE. EMAIL SUBMISSIONS ONLY.