

JOB LISTING

Position Title:	Project Coordinator
Competition Deadline:	July 30 th , 2019
Start Date:	August 12 th , 2019
Job Type:	1 year contract – full time (35 hours per week)
Salary:	Competitive – Commensurate with experience
Location:	Craft NB, 331 Victoria Street, Fredericton, New Brunswick (Candidates from remote locations within Canada are also welcome to apply)

About the CCF/FCMA:

The CCF/FCMA is a long-standing national arts service organization that has been based in Fredericton, New Brunswick. Our small but dedicated leadership team works closely with a wide range of members and partners across the country in order to make positive change for Canada's national craft community. Our work is conducted largely on a virtual basis, bringing together partners across a wide geographic scope to learn, share and grow. As a federation of organizations, the CCF/FCMA works with the Provincial and Territorial Craft Councils and affiliate organizations to unite, enrich, empower and celebrate the professional contemporary craft sector through collaborative action, networking and community development.

Join our team to put your co-ordination skills to work for you, putting the pieces together for national projects including such as Craft Year 2020, CitizensofCraft.ca, national conferences, and more. As Project Coordinator, you will be at the helm for these events, planning, organizing, and overseeing their successful completion. Work virtually with national and provincial arts organizations in our friendly and flexible environment, where you can apply your creative problem solving skills on a daily basis.

Job Description:

The Project Coordinator will work under the guidance of the CCF/FCMA Director to co-ordinate and advance special project activities on a national scale. The position will require the incumbent to work independently and manage multiple, interrelated projects on a regular basis.

Roles and Responsibilities:

- Production, development and design of project implementation plans.
- Participation in and leadership of volunteer driven national project committees.
- Compilation, organization and distribution of information regarding projects to the membership, the public, and partners.
- Coordination of events and programs hosted by the CCF/FCMA, acting as the main point of contact for members and relevant parties. (These projects are largely virtual in nature, such as the Citizensofcraft.ca program, the Craft Year 2020 festival, and new Digital Research programs. However, some will include face-to-face on the ground

management and coordination, such as our annual national conference.)

- Preparation of material for project grant proposals and reports, including detailed budgets.
- Maintenance of daily email correspondence with project partners, arts organizations, and many others.
- Development and confirmation of sponsorship opportunities.
- Some weekend work will be required, though rare. Hours will be flexible, due to the national nature of the position, and partners located in five different time zones across Canada.
- Work closely with the Digital Content Developer to coordinate program marketing and promotions.
- Work closely with the CCF/FCMA Director on all projects and budgets.
- Other duties as assigned by the CCF/FCMA Director.

Qualifications:

- **Required Skills:**
 - Professionalism: You will be representing the CCF/FCMA to many supporters, partners and members.
 - Self-Motivation and Time Management: You will often have many projects on the go at once. Knowing how to prioritize tasks, stay on track, and work under little supervision is essential.
 - Excellent written and oral communication skills with attention to detail: Email communications, proposals, outlines and reports will require clear writing skills.
 - Familiarity with Google Drive and Microsoft Office.
 - Adaptability: As projects grow and develop, problem solving will be required in order to keep things moving smoothly. A positive attitude and willingness to tackle unexpected challenges is required!
 - Willingness to travel (approximately once per year) to conferences and events across Canada.
 - Experience in marketing and communications.
 - Fluent bilingualism in English and French.
- **Assets:**
 - An enthusiasm for the craft sector: The projects run by the CCF/FCMA include research, advocacy, and collaboration with craft sector leaders across Canada. Familiarity with the needs of the sector and craft artists as individuals will be helpful.

How to Apply:

Please send your resume and cover letter to Maegen Black, Director of the Canadian Crafts Federation at: maegen@canadiancraftsfederation.ca. Please be prepared to share a design portfolio, either online or in print, if selected for an interview. If you have questions you may also contact us at (506) 462-9560.

Application Deadline: July 30th, 2019

Interested candidates who do not precisely meet all the requirements are encouraged to apply. We value diversity as a strength, and encourage applications from a broad range of candidates.
Final applicant selection may be based on grant funding guidelines/restrictions.