

## **QWF Seeks Coordinator, Membership Services and Communications**

The Quebec Writers' Federation seeks an organized, positive and detail-oriented person to assist the executive director in day-to-day management of the organization and to assume responsibility for membership services and communications. This is a full-time position (10:00 a.m. to 5:00 p.m., five days a week) and there will be occasional evening and weekend events to attend. This successful candidate will be the "face" of the organization, answering phone calls and serving as resource for QWF members.

### **Primary administrative responsibilities:**

- Answering phones, handling mail and general email inquiries.
- Assuming full responsibility for maintenance of the QWF membership and donation database and issuing charitable tax receipts using Access. (These tasks are normally carried out by a volunteer, supervised by the Membership Services Coordinator.)
- Managing workshop registration, payments, and pertinent correspondence.
- Maintaining donor spreadsheet during annual Writers in the Community Pyramid campaign.
- Preparing book shipments to awards jurors twice a year; corresponding with book publishers as needed.
- Providing general administrative support for the executive director (including activities such as writing cheques and, when needed, preparing deposits, ordering office supplies, maintaining office signage).

### **Primary communications, design & web-related responsibilities:**

- Compiling bi-monthly digital e-newsletter and e-notices; managing email marketing platform (Mailchimp) and distribution lists.
- Managing the organization's websites (qwf.org, hireawriter.ca), and cloud-based submissions manager (Submittable.com).
- Maintaining and updating the organization's design collateral for website and related program branding (e.g. logos, business cards, signage, banner, etc.).
- Sending monthly membership renewal notices and following up as required.
- Planning fall and spring workshop promotional campaign for social media and targeted emails in collaboration with executive director.
- Updating, monitoring, and creating content and occasional campaigns for social media channels (Facebook, Twitter, Instagram & LinkedIn).
- Participating in occasional meetings of the Membership Committee.
- Designing PowerPoint presentation for annual awards gala (in coordination with executive director and gala program designer).
- Designing event flyers or posters on as-needed basis.

### **Events & Awards Gala**

- Attending occasional board meetings and QWF events, including occasional external events as a QWF representative.
- Assisting director and Gala Committee in the coordination, planning, and execution of special events (i.e., annual awards gala and mentorship reading, schmoozers)
- Planning and coordinating annual mentorship reading event.

Because we are a writers' organization, this position requires the ability to write, edit and proofread your own documents for accuracy and correct spelling, grammar, and punctuation. In addition, the position requires confidentiality and ability to handle sensitive issues with tact.

### Required:

Excellent English, spoken and written

Good command of spoken and written French

Excellent interpersonal skills

Excellent computer skills (experience with database, spreadsheet, web site maintenance, PowerPoint, Word, and quick at picking up new programs)

Ability to work autonomously

### Additional desirable skills

Knowledge of the English-language literary community of Quebec

Ability to design and coordinate production of promotional material using Photoshop, Illustrator and InDesign (or online equivalents)

Ability to modify web pages using HTML editor (Dreamweaver) and WordPress and to upload using ftp client software

Salary commensurate with experience and skills.

**Deadline for applications:** July 14

Start date August 24

Please send a one-page (maximum) letter of interest and c.v. to [admin@qwf.org](mailto:admin@qwf.org).