



Community Arts Council of the Alberni Valley
2533 Port Alberni Hwy, Port Alberni, BC V9Y 8P2
info@alberniarts.com | (250) 724-3412 | alberniarts.com

Arts Development Coordinator

Port Alberni, BC

Hours	Part-time, minimum 10 hours per week
Wage	\$22.60/hr
Start date	As early as October 1st, 2026
Location	In the Alberni Arts office. On-site work at special events required.
Reports to	Executive Director
Term	Ongoing, subject to a three-month review

About the role:

We're seeking an organized, personable, and versatile Arts Development Coordinator to join our team. This position combines meaningful community-building work with hands-on communications and administrative responsibilities. Beyond the core duties, this role serves as assistant to the Executive Director, offering a unique opportunity to learn the inner workings of arts organization leadership, with genuine room to grow and advance within the organization.

The ideal candidate is a strong communicator, adaptive to changing work and can understand computer systems easily. You care about artists and the arts, along with the entire Alberni Valley community.

Key Tasks:

- **Community Relations**
 - Build relationships with community groups and individuals by attending meetings, managing your own schedule, and developing partnerships and programming.
 - Work collaboratively to ensure the arts come to life in the community in ways that are responsive, relevant, and meaningful.
- **Administration Assistance**
 - Assist the Executive Director with special tasks as they come up, including assisting with special events and festivals.
 - Attend meetings with staff, board, committees, members and volunteers, writing meeting agendas, minutes and reports.
- **Membership & Member Relations**



Community Arts Council of the Alberni Valley

2533 Port Alberni Hwy, Port Alberni, BC V9Y 8P2

info@alberniarts.com | (250) 724-3412 | alberniarts.com

- Process new and renewing memberships accurately and promptly.
- Promote memberships and manage members in CRM software.
- Respond to member questions and resolve issues
- **Artist Members Management**
 - Interview featured artists and write profiles for newspaper articles, newsletters, social media and website blog posts.
 - Manage artists on online directory.
 - Schedule and update content as needed.
- **Communications**
 - Update website pages, event listings and artist features.
 - Schedule and publish social media posts across our channels.
 - Monitor comments and messages and respond to inquiries in a timely, friendly voice.

Working Requirements

- Minimum 10 hours per week with a flexible schedule to suit the successful applicant.
- Work is completed in-office, with on-site work at special events; remote work is available after the probation period.
- Access to a dependable vehicle is required.
- Involves occasional lifting of up to 50 lbs and being active and on your feet throughout events.
- Available to attend events and meetings that may fall on evenings or weekends.

What We're Looking For

- At least 1.5 years full-time (or equivalent) in one or more administrative positions.
- Experience working with non-profits, professionally or as a volunteer.
- Strong, confident writing in English for a general audience.
- Confident on the computer and a fast learner with new software, including the Google Suite (Gmail, Docs, Sheets, Calendar).
- Highly organized and self directed, enjoys self management, clean scheduling, deadline setting, and ensuring all data and content is accurate and double checked.



Community Arts Council of the Alberni Valley

2533 Port Alberni Hwy, Port Alberni, BC V9Y 8P2

info@alberniarts.com | (250) 724-3412 | alberniarts.com

- A clear communicator who enjoys relationship-building, networking, and customer service, and is comfortable talking with artists, volunteers, and the public.
- Collaborative and adaptable, bringing a positive, solutions-focused attitude and the flexibility to support the team and adapt to changing needs.

Nice to Have

- Experience in the arts, culture or heritage sector.
- Experience working with/planning festivals or events.
- Experience with a CRM or membership database.
- Experience working in marketing/design.
- Experience in a members-based organization.
- Email newsletter platform experience (Mailchimp, Brevo or similar).
- Basic website editing (WordPress, Squarespace, Wix or similar).

How to apply:

1. **Please write a cover letter** telling us why this role interests you with your resume in one document.
2. Apply using the form found at <https://form.jotform.com/262435812387058>

A short in-office test will be carried out after a successful interview to evaluate computer literacy. This test will be scheduled after the first interview and will take no longer than 15 minutes.

The deadline to apply is September 17th 2026 or until the role is filled.

We thank all applicants for their interest. Only those selected for an interview will be contacted.