

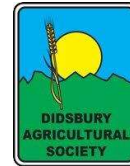
Job Opportunity: Office Administrator

Didsbury Agricultural Society

Location: Didsbury, Alberta

Position Type: Part-Time or Contract

Start Date: June 2025



About Us

The Didsbury Agricultural Society is a dynamic community organization dedicated to promoting agricultural initiatives and hosting events that bring our community together. We are seeking a motivated and detail-oriented **Office Administrator** to support our operations, coordinate events, manage sponsorships, and oversee administrative functions.

Position Overview

The Office Administrator will play a crucial role in managing daily office operations, including communications, financial tracking, event coordination, sponsorship management, and committee support. This role requires strong organizational skills, attention to detail, and the ability to work independently while collaborating with board members, volunteers, and the community.

Key Responsibilities

Administrative & Sponsorship Tasks

- Manage email and phone communications, including responding to inquiries and relaying messages.
- Pick up and respond to mail.
- Maintain up-to-date membership lists for various activities (e.g., open riding, gymkhana, sponsorships).
- Maintain clear and timely coordination with the groundskeeper and executive team.
- Prepare agendas for monthly board meetings, email to the directors in advance, and provide paper copies at meetings.
- Assist the Board Secretary with meeting minutes as needed and implement board decisions.
- Prepare sponsorship packages and distribute them to potential sponsors.
- Maintain sponsorship tracking in Excel, monitor payments, issue invoices and passes, and support directors in sponsor relations.

Financial Management

- Track all income on accounts receivable deposit sheets, ensuring proper coding of transactions.
- Prepare bank deposits and ensure accurate financial reporting.
- Manage accounts payable, coding all expenses and preparing a monthly summary for the bookkeeper.

Event Support

- **Rodeo:** Assist committees (Rodeo, Beer Gardens, Kids Entertainment) with logistics, apply for event permits, set up the administration office, coordinate tickets, wristbands, 50/50 draws, and sponsorship banners.
 - **Gymkhana:** Coordinate 5 monthly event dates, manage participant registrations, create event posters, and track event entries.
 - **Farmers Market & Christmas Market:** Prepare marketing materials, handle vendor registrations and paperwork, assist with reporting, and support the market manager.
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Qualifications & Skills

- Strong organizational and communication abilities.
 - Experience in event coordination, marketing, sponsorship management, or office administration.
 - Proficiency in Microsoft Office (Excel & Publisher), Gmail, OneDrive, and website/social media management.
 - Ability to work independently and collaboratively in a team setting.
 - Detail-oriented with excellent problem-solving skills.
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How to Apply

Interested candidates should submit their **resume** and **cover letter** outlining their qualifications and experience to **Didsagso@telus.net** by **April 30, 2025**.

Join us in making a meaningful impact in the Didsbury community!