

# Factotum Associate

**Full Time 40h per Week**

## **Position Description -**

### **General Office:**

- ✓ Assist with training for new hires.
- ✓ Assist with preparations of forms, documents or contracts as requested by any department.
- ✓ Attend and minute any committee meetings requested by the General Manager.

### **Administration:**

- ✓ Maintain databases as required.
- ✓ Shareholder Annual General Meeting- Assist the nominating committee with the necessary documentation and files to prepare for the event.
- ✓ Assist the administrator with AGM-related preparations including .but not limited to reports, booklets, slideshows, etc.
- ✓ Proficient in Microsoft Word, Excel, Canva, and Quickbooks.

### **Associate to the Finance Department**

- ✓ Data entry into Quickbooks - Accounts receivable and accounts payable.
- ✓ Admissions to events - coordinator of reports to ensure accurate admissions for each event.
- ✓ Assist with the accurate presentation and submission of grants when required.
- ✓ Duties to assist finance for auditing purposes and up-to-date record keeping.
- ✓ RMWF/MSF/AGEX - Assist with contracts and scheduling of payments. Working with the Financial Controller to ensure all contracts are updated, cross-referenced, invoiced, or paid as per contract details.
- ✓ President's Dinner - Ticket sale and tracking.
- ✓ Assist with ongoing fundraising activities.
- ✓ Shareholder Annual General Meeting - Work with the Financial Controller to ensure accuracy and consistency in the presentation of financial reports.

### **Associate to the Sponsorship & Marketing Department**

- ✓ Liaison with the third-party Marketing Department in relation to the direct needs of the organization.
- ✓ Assist Marketing with providing social media content on all social media platforms and software programs.
- ✓ Create content for Mailchimp and maintain reports and subscribers of Mailchimp blasts.
- ✓ Assist with graphic creations requested by any department including but not limited to show book covers, posters, promotional content, educational booklets, ticket creations, etc.
- ✓ Assist Marketing and Sponsorship with providing regular-website updates.
- ✓ Assist Sponsorship with sponsor logos and promotional requirements as per contracts provided.
- ✓ Coordinate giveaways for event promotions and keep up-to-date files for audit.

### **Associate to the Livestock Department**

- ✓ Assist Livestock with exhibitor inquiries and communications and provide online or software assistance.
- ✓ Assist with preparation, delivery, and confirmation of correct entries for exhibitors.
- ✓ Assist with the Prize Book, Ribbons, Awards, and Show Books of all events.

Other Duties as Assigned- To be approved by the General Manager.  
Reports to the General Manager.