



<https://hackmatack.ca/>

Work opportunity with a nonprofit in the Canadian literature community

The Hackmatack Children's Book Award is a small but mighty nonprofit literacy program for children in Grades 4-6.

We're seeking an independent contractor in the Halifax area to run our annual program and plan our end-of-year award celebrations.

This is a part-time commitment that is mostly remote – we have a post office box in downtown Halifax that needs to be checked regularly.

You can set your own hours of work, provided all communications (e.g. email, phone calls) are responded to promptly and all deadlines are met.

You'll report to Hackmatack's board of directors. There are three board meetings a year: March, September, and December.

Remuneration is \$9,000 per year.

We appreciate your interest in this opportunity; we'll contact people who are shortlisted for interviews.

Resumes, expressions of interest, and questions can be sent to:
hackmatack@hackmatack.ca

Your profile

You're a highly organized, resourceful, responsible individual with experience in the nonprofit sector.

You're accustomed to working independently and meeting deadlines.

You're comfortable communicating regularly with reading club leaders (teachers, librarians, and parents), as well as Canadian children's book publishers, authors, booksellers, funding organizations, government representatives, and other stakeholders.

Tasks included in the role

- Mail/email annual reading club registration and publisher submission information
- Process annual online and mail-in registrations
- Prepare project kits, reading logs, and ballots
- Maintain and update records for registrations and program revenue and expenses
- Maintain and update WordPress website
- Work with Hackmatack French coordinator to verify French communications are correct
- Plan and coordinate author visits for end of year festival
- Prepare program and project budgets for board approval
- Write grant applications and reports
- Coordinate with treasurer to prepare annual financial statements and HST returns

Must-have skills

- Applied knowledge of program management, budgeting, and reporting
- Demonstrated experience in program/project management or similar role
- Experience in grant writing
- Verbal and written communication skills
- Problem-solving skills
- Customer service skills
- Organizational skills

Nice-to-have skills

- Written and spoken French
- Graphic design skills

Software we use

- Google for Nonprofits (Gmail, Meet & other related Google apps)
- MS or Open Office (word processing, spreadsheet, presentation apps that can be converted to PDF and video format)
- Zoom
- Sage50 (basic record-keeping; we can provide training)