



Mackie Lake House Foundation

7804 Kidston Road, Coldstream, BC, V1B 1S2, House: 250-545-1019

Maternity Leave Cover January – December 2026

Administrative & Programming Assistant

\$22 per hour
20 hours per week
Flexible schedule

This is a part-time role that is divided evenly between Administration and Programming. The successful candidate will be supported by the General Manager, Bookkeeper, as well as by volunteers and committee members.

Job Description

1. Administrative Assistant
 - a. Answering voicemail and telephone enquiries
 - b. Daily house check, responsible for documenting any security concerns
 - c. Monitoring and disseminating email from info@mackiehouse.ca (general inquiries)
 - d. Maintaining photocopier and other office equipment, as required
 - e. Ordering of house and office supplies
 - f. Assisting in the operation of small scale vintage/antique Gift Shop (including the use of the program Square) on an iPad
 - g. Ensuring the house is in order and kitchen is available for staff, event, and rental usage
 - h. Coordinating rental agreements
 - i. Assisting with volunteer coordination and marketing
 - j. Additional duties as agreed with Manager
2. Programming Assistant
 - a. Implement public programming at Mackie Lake House that is in line with the organization's goals and mandate
 - b. Share new ideas for programs and building exciting community collaborations

- c. Facilitate Mackie's annual School Field Trip Program in May/June 2026
- d. Assist with House Tours
- e. Implement the annual Artist in Residence Program, including developing a Call for Artists and working with a selection jury to help choose an artist
- f. Liaise with visitors, as well as with marketing partners and key stakeholders
- g. Maintain relationships with community groups

Qualifications

- Strong understanding of computer applications (including Microsoft Office, Canva, Mailchimp, Google apps, etc.) required
- Experience working for a non-profit, preferably in arts, culture, museums, or libraries is preferred
- Understanding of social media platforms (Facebook, Instagram, LinkedIn, Bluesky) an asset
- Ability to retain historical information and deliver it to the public in engaging ways (written and orally) an asset
- Candidate should be highly organized with very good attention to detail
- Ability to multitask several projects concurrently
- Teamwork mindset
- Must be innovative, creative, and passionate about arts, culture, heritage, and storytelling

NB: This is an 11-month maternity leave cover.

Submit cover letter and resume to: manager@mackiehouse.ca by January 5, 2026.

Anticipated Start Date: January 19, 2026

We would like to thank all applicants who apply; however, only those shortlisted will be contacted.

Please, no phone calls.