



Executive Assistant – Sparwood Coal Miner Days Contract Position

Organization: Coal Miner Days Society of Sparwood

**Executive Assistant – Sparwood Coal Miner Days
Contract Position**

Organization: Coal Miner Days Society of Sparwood

Location: Sparwood, BC

Contract Term: January – September (9 months)

Compensation: \$330 per month, paid on the last day of each month

About Sparwood Coal Miner Days

Coal Miner Days is a long-standing community celebration in Sparwood, BC, honouring the town's mining heritage and strong community spirit. The festival is organized by the Coal Miner Days Society and supported by residents, businesses, and community groups.

The Treasurer plays a key governance and operational role, helping ensure the financial integrity of the Society and the event, and represents both the Coal Miner Days Society Board and the community of Sparwood.

Position Summary

The Executive Assistant Role is responsible for the financial administration of the Coal Miner Days Society and its annual event. This includes bookkeeping, budget tracking, writing checks, reporting to the District and grant writing, and supporting the Board in financial decision-making.

This is a part-time, contract role with low to moderate hours throughout the year, with some increased activity around key reporting and grant deadlines and during the Coal Miner Days festival period.

Key Responsibilities

Financial Management & Bookkeeping

- **Maintain accurate and up-to-date financial records for the Coal Miner Days Society.**
- **Record income and expenses using QuickBooks (or similar) and Excel.**
- **Reconcile bank statements and track accounts payable/receivable.**
- **Work with the Board to develop and monitor the annual event budget.**

Reporting & Compliance

- Prepare and file required District reports and other financial documents on time.
- Ensure the Society complies with relevant financial and reporting requirements.
- Provide regular financial updates and statements to the Coal Miner Days Society Board.

Grants & Funding

- Identify, prepare, and apply for grants and other funding opportunities, in consultation with the Board.
- Maintain organized records for grant applications, reporting, and deadlines.
- Track grant income and expenditures to ensure proper reporting to funders.

Board & Community Representation

- Attend Board meetings as required to present financial reports and advice.
- Represent the Coal Miner Days Society and the Town of Sparwood community in a professional and respectful manner in all financial dealings.
- Work collaboratively with the Board, event coordinator, and volunteers to support a successful festival.

Qualifications

Required:

- Experience in bookkeeping, accounting, or financial administration (volunteer or professional).
- Working knowledge of QuickBooks and Microsoft Excel.
- Strong attention to detail and accuracy in financial record-keeping.
- Ability to prepare clear, concise financial reports.
- Experience filing financial or district/municipal reports.
- Experience preparing or supporting grant applications.
- Ability to work independently, manage deadlines, and communicate clearly with the Board.
- Willingness to represent the Coal Miner Days Society Board and the Sparwood community with integrity and professionalism.

Assets:

- Previous experience as a treasurer for a nonprofit or community organization.
- Familiarity with Sparwood, the Elk Valley region, or community festivals.
- Understanding of nonprofit financial practices and grant reporting.

Contract Details

- **Term: January 1 – September 30 (flexible start date may be considered). 2026**
 - **Compensation: \$330 per month**
 - **Payment Schedule: Paid on the last day of each month**
 - **Hours are flexible and part-time, with some periods of higher workload around grant deadlines and event time.**
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How to Apply

Please submit the following:

- A brief cover letter outlining your event experience and connection to Sparwood or similar communities.
- Your résumé/CV highlighting relevant skills and experience (QuickBooks, Excel, Grants Reporting.)
- Examples of events you have helped coordinate, and a reference name/contact.

Send applications by email to: events@coalminerdays.com

Application deadline: **January 10, 2026**

Only those selected for an interview will be contacted.