



PROGRAMS ASSISTANT (CANADA SUMMER JOBS)

WHO WE ARE

Heritage Toronto builds a better city by bringing people together to explore Toronto's shared past and peoples' lived experiences. We deliver 80+ public programs annually including tours, plaques, digital programs and exhibitions, the Heritage Toronto Awards, the Emerging Historians program and, most recently, the Equity Heritage Initiative.

WHO YOU ARE

You are a builder who will thrive working in a dynamic role that combines strategic thinking and the grassroots reality of creating and executing programs in a community, partnership, and volunteer-driven sector. You are looking to play an integral role in the smooth functioning of a not-for-profit organization, collaborating with colleagues in every department. You are a proactive and optimistic problem-solver able to work in a dynamic environment where you are expected to deliver on multiple competing priorities.

YOUR JOB

The Programs Assistant is an **fifteen week** full-time (35 hours/week) contract position. You will be working within the current hybrid environment: requiring a minimum of two days a week in our offices at Historic St. Lawrence Hall, 157 King St. East, Toronto. The remaining days will be conducted remotely, interacting with team members over Zoom, Slack, and other communication channels. The successful candidate will be expected to work regular nights and weekends as part of the in-person Tour season, to be scheduled in advance. The position begins on *May 13th* and ends on *August 30th*. Remuneration is **\$20/hr**.

The Programs Assistant will be responsible for supporting the needs of Heritage Toronto as it relates to the planning, execution, and analysis of agency programming, including the 2024 Tours Program and the Heritage Toronto Awards, specifically:

- Working with the Manager of Public Programs, communicate with partners and volunteers through email, virtual meetings (e.g. Zoom), phone, and in person
- Support the in-person Tour season at various sites throughout the GTA
- Assist in the development and execution of digital content via the Heritage Toronto website, social media handles, and other digital outlets
- Create and administer online registration for in-person events
- Coordinate volunteers and manage tour equipment
- Assist with the planning and execution of in-person events, including the 2024 Tours season and the 2024 Heritage Toronto Awards
- Other duties, as required

YOUR QUALIFICATIONS

- Post-secondary degree or diploma in a related field or minimum 1 year experience in events or programming, or equivalent experience
- Ability to work in a fast-paced environment and manage multiple deadlines
- Excellent interpersonal skills, including an ability to establish and maintain productive working relationships with staff, community stakeholders and the general public

- Proven customer service skills
- Demonstrated problem solving skills
- Excellent oral and written communication skills
- Proficiency in utilizing a variety of digital and software packages, including Google Drive, Dropbox, Eventbrite, Microsoft Office Suite, and WordPress
- Ability to work flexible hours, including evenings or weekends as required

ELIGIBILITY

The Programs Assistant is offered through the Emerging Historians program. As this position is funded through Canada Summer Jobs, candidates must be between 15 and 30 years of age at the beginning of the employment period; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

EQUITY, DIVERSITY, INCLUSION AND ACCOMMODATION

Heritage Toronto is committed to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Heritage Toronto is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If contacted for an employment opportunity, please let us know if you require accommodation at any stage of the recruitment process.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. If you are excited about this role but your past experience does not align perfectly with every qualification or requirement, we encourage you to apply anyway. You may be just the right candidate.

JOIN US

Interested in joining our team and making a difference in our city? Please send your resume and a cover letter explaining your interest and key qualifications via the "Programs Assistant" form on the Careers sections of the Heritage Toronto website (heritagetoronto.org) by 11:59 p.m. EST by Friday, May 3, 2024.

We thank all applicants for their interest in this position. Only those selected to be interviewed will be contacted.