HERITAGE TORONTO
PEOPLE.PLACES.EVENTS.

COORDINATOR, PUBLIC PROGRAMS (FULLTIME PERMANENT POSITION)

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 the Equity Heritage Initiative.

WHO YOU ARE

You have a passion for the mission of Heritage Toronto and will thrive working to deliver programming to the public. You are looking to build your career and play an important 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 OPPORTUNITY

Working with the Manager, Public Programs, you will be responsible for supporting the planning and execution of public programs, particularly the tours program and the Heritage Toronto Awards.

YOUR RESPONSIBILITIES

- Creates and administers online registration for events
- Trains and coordinates event volunteers
- Coordinates and delivers both public and private tours
- Manages and distributes tour equipment
- Works with marketing to develop promotional content to maximize audience reach
- Works with marketing to write event copy and webpages
- Facilitates outreach and programming partnerships with community organizations, neighbourhood groups, arts and culture professionals, BIAs, and other heritage stakeholders
- Works with Emerging Historians on the development and execution of in-person and digital programming
- Coordinates the nominations process for the Heritage Toronto Awards
- Provides direct support to the Heritage Toronto Awards Juries Committee
- Represents Heritage Toronto to external communities and the public
- Other duties as required

YOUR QUALIFICATIONS

- Post-secondary degree or diploma in history, heritage, planning, community engagement, or a related field or equivalent work experience. Canadian or foreign educational qualifications accepted
- A minimum of 1-2 years of experience in heritage or arts programming or event management
- Experience working with volunteers and community organizations
- Ability to work on own initiative 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 public
- Demonstrated problem solving skills
- Excellent oral and written communication skills
- Proficiency in a variety of software and online applications. Knowledge of Microsoft Office Suite, Wordpress, CRM systems, Excel, Resource Space, and Eventbrite an asset.

- Ability to work flexible hours, including evenings or weekends as required.

YOUR JOB

The Coordinator, Public Programs is a full-time (35 hours/week) permanent position. You will be working within a hybrid environment which is subject to change but currently requires a minimum of three 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 Teams and other communication channels. You will work standard business hours but must have flexibility to work evenings and weekends as required to support the tours program which primarily runs from May-November.

In return for your skills and dedication, we offer an attractive compensation package that includes:

- Competitive annual salary of $50,000
- Matching pension plan
- 3-weeks paid vacation
- Health, dental and life insurance benefits which include $4,500/year preventative health spending

Start Date: **Monday, January 25, 2027**

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 to info@heritagetoronto.org by **Monday, November 30 at 9:00 a.m. EST**. Please use the subject line **"COORDINATOR, PROGRAMS"**

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