

OPERATIONS ASSISTANT (12-MONTH CONTRACT) FOR THE EQUITY HERITAGE INITIATIVE

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.

ABOUT THE EQUITY HERITAGE INITIATIVE

This position is made possible through the [Equity Heritage Initiative](#) which delivers accessible and relevant programming by providing meaningful paid experience and mentorship to emerging professionals from equity-deserving communities.

WHO YOU ARE

You are building your career and passionate about a diverse and inclusive arts and culture sector in Toronto. You 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 possess demonstrated skills and have experience in research, stakeholder communications and engagement, and project coordination.

YOUR JOB

The Operations Assistant is a full-time (35 hours/week), 12-month contract position. Your time will be split between Operations, and Marketing and Communications. 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. You will work standard business hours, with occasional evenings and weekends required to support Heritage Toronto meetings and events.

Working with the Operations Coordinator (four days a week), you will be responsible for researching and implementing recommendations to increase the accessibility and diversity of Heritage Toronto's volunteer program. You will help manage the current volunteer program and perform administrative duties.

Working with the Manager of Marketing and Communication (one day a week), you will support digital cataloguing, information management, and event production.

Start date: May 20, 2024
Annualized salary: \$43,000

YOUR RESPONSIBILITIES

Operations (4 days/week)

- Conduct research on equity, diversity, and inclusion strategies for volunteer programs
- Recommend and implement new volunteer processes including outreach, policies, training and volunteer recognition strategies
- Assist with the creation of volunteer surveys, with the goal of gathering data for program improvement
- Produce reports detailing efforts to diversify the charity's volunteer program
- Support the recruitment, coordination and tracking of our volunteer force
- Assist with the preparation of board meeting logistics and board of directors training materials (such as onboarding materials and orientation presentations)
- Support the Operations Coordinator with day-to-day administrative duties including data entry and the distribution of printed promotional materials

Marketing and Communications (1 day/week)

- Review system for and maintain tracking of media coverage
- Research and update media lists
- Organize and catalogue images and other digital assets used for marketing and communications in our database
- Undertake an audit and clean up of images and other digital assets used on our website

YOUR QUALIFICATIONS

- An enthusiasm for the mission of Heritage Toronto
- Post-secondary degree, diploma or equivalent work experience in heritage, human resources, volunteer management, community engagement, or a related field.
- Experience in project coordination
- Strong research, analysis and reporting capabilities
- High level of written and verbal communication
- Excellent multitasking abilities and organization
- Experience working in the not-for-profit sector is an asset

EQUITY, DIVERSITY, INCLUSION AND ACCOMODATION

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.

JOIN US

Want to make a difference in your city?

- Complete and submit the [application form](#) on our website. Please include your resume and a cover letter explaining your interest and key qualifications.
- **Deadline to apply: April 17, 11:59 p.m. EST**
- Any questions or requests for accommodation should be directed to:

Heather Kingdon, Operations Coordinator
info@heritagetoronto.org
(416) 338-1338

We thank all applicants for their interest; however, only those invited to be interviewed will be contacted.

This opportunity is part of Heritage Toronto's Equity Heritage Initiative, made possible by TD Bank and funding from the TD Ready Commitment.

