

PROJECT COORDINATOR – STATE OF HERITAGE (CONTRACT) FOR THE EQUITY HERITAGE INITIATIVE

WHO WE ARE

Help build a better city by bringing people together to explore Toronto's shared past and peoples' lived experiences. At Heritage Toronto, we believe that people understand the world through the stories they tell. These diverse stories shape our city's heritage, which we share through engaging public programs, from tours to plaques to the Heritage Toronto Awards.

Join us in our work to ensure that this heritage plays an essential role in creating a livable and compassionate city, where every resident feels not only reflected, but also has a strong voice in determining its future.

ABOUT THE EQUITY HERITAGE INITIATIVE

Launched in 2022, the [Equity Heritage Initiative](#) at Heritage Toronto will deliver accessible and relevant programming while providing meaningful paid experience and mentorship to emerging professionals from equity-deserving communities.

The City of Toronto recognizes the following equity-deserving groups: Aboriginal Peoples, women, immigrants and refugees, racialized communities, persons with disabilities, LGBTQ2S communities, youth, persons with low income and undocumented Torontonians. [Learn more about the City of Toronto's approach to Equity, Diversity, and Inclusion.](#)

WHO YOU ARE

You are a planner and facilitator who will embrace a role that combines strategic thinking, and developing new community partnerships and building public engagement. Interested in heritage and culture work, you aspire to a future career as a change-maker, and bring current skills and experience in research, writing, project administration, and public consultation.

YOUR JOB

You will be responsible for supporting the development and launch of the [State of Heritage Report](#), a major public policy report that provides recommendations to municipal leadership on heritage planning and programs across the City of Toronto.

Reporting to the Manager of Marketing & Communications, the Project Coordinator is a full-time (35 hours/week), 12-month contract position. You will be working within a hybrid work environment. Remotely, you will interact over Zoom, Slack, and other communication channels. Onsite, you will work from our offices at Historic St. Lawrence Hall, 157 King St. East, Toronto.

Start date: February 27, 2023

Annualized salary: \$40,000

YOUR RESPONSIBILITIES

- Undertake research, collect and interpret data on heritage issues and policy, particularly through an Inclusion, Diversity, Equity and Accessibility lens.
- Writing for the report, and coordination and support of other content development activities like image sourcing and licensing, infographic design etc.
- Identify leaders, key stakeholders, and organizations from equity-deserving communities, and work with other staff to develop new community partnerships and a meaningful framework for community engagement.
- Execute stakeholder and public consultations on heritage issues and values, including one-on-one interviews, focus groups, public events and surveys
- Review and editing of report design including copyedits and proofing galleys.
- Maintain and monitor project implementation, timelines, and budget
- Document and follow up on important tasks, actions, and decisions
- Report on project progress, and track and monitor proposed project changes
- Identify and assess project risks and issues with your supervisor and provide solutions where applicable
- Organize and participate in project meetings, including providing direct support to any Task Force or Advisory Committees
- Produce and execute any launch event for the report working with other staff.
- Provide administrative support when needed

YOUR QUALIFICATIONS

- An enthusiasm for the mission of Heritage Toronto.
- Post-secondary degree or diploma in heritage, related field (Planning, Public Affairs, Public Policy/Administration, etc.); or equivalent work experience. Canadian or foreign educational qualifications accepted.
- High digital literacy and a proven proficiency in utilizing a variety of software and online applications, including Microsoft Office Suite.
- Project coordination experience with proven track record of monitoring priorities and results.
- Excellent writing and presentation skills.
- Solid data gathering, analysis, and reporting capabilities.
- Excellent interpersonal and public relations skills, including an ability to establish and maintain productive working relationships with staff, community stakeholders, and the general public.
- Must be creative, show initiative, with a commitment to accuracy and thoroughness.
- Ability to work flexible hours, including evenings or weekends as required
- Familiarity with Toronto's heritage sector, municipal government, and an understanding of non-profit heritage and cultural organizations an asset.

ELIGIBILITY TO APPLY

The Project Coordinator position is offered through the Emerging Historians program, which provides opportunities for current students, recent graduates, or emerging professionals in the first five years of building their careers in the non-profit heritage and cultural sectors. Successful candidates must fit into one (or more) of these categories at the time of hiring. Learn more [about Heritage Toronto's Emerging Historians program](#).

EQUITY, DIVERSITY, INCLUSION & ACCOMODATION

Heritage Toronto is an equal opportunity employer, dedicated 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). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.

JOIN US

Want to make a difference in your city?

- Fill out the application form and upload your resume and a cover letter explaining your interest and key qualifications through the [Current Emerging Historian Opportunities](#) page on heritagetoronto.org.
- Deadline to Apply: February 3, 2023
- 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.

