

PROGRAMMING COORDINATOR, EQUITY HERITAGE INITIATIVE (CONTRACT)

WHO WE ARE

Heritage Toronto is passionate about our city. As a charity, and an arm's length agency of the City of Toronto, we work to promote Toronto's rich heritage and share the stories of our people and places. From that shared history, we build a compassionate city which honours its diverse stories and ensures that each resident feels reflected, and has a voice, in its future. To that end, Heritage Toronto's core programs currently include Tours, Plaques, the Heritage Toronto Awards, Emerging Historians, and partnerships with local community groups, volunteers, the development and heritage industry, and educational institutions.

WHO YOU ARE

You are a proactive, problem solver who is excited for a challenge and thrives working on a dynamic and diverse portfolio. You embrace a role which offers a mix of research, writing, program administration, and community consultation. You are interested in pursuing a career in heritage and culture work. You are eager to advance your skills and experience executing programming in a not-for-profit, partnership and volunteer-driven sector.

YOUR JOB

The Programming Coordinator is a full-time (35 hours/week), 12-month contract position, reporting to the Manager of Public Programs. You will be working within a hybrid remote/office model. 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: January 3, 2023
Annualized Salary: \$40,000

THE EQUITY HERITAGE INITIATIVE

Founded in 1949, we acknowledge that Heritage Toronto has contributed to colonial and Euro-centric historical narratives and systems. We have made concentrated efforts in the last decade to engage with equity-deserving communities and incorporate more of their stories into our programming, but real, meaningful and sustainable change requires diversity and inclusion in the heritage workforce, and an investment of resources to amplify and support diverse points of view.

The Equity Heritage initiative, supported through the Emerging Historian Program and funding by TD and the TD Ready Commitment, 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 here.](#)

YOUR OPPORTUNITY

The Programming Coordinator supports the delivery of the Equity Heritage Initiative as well as Heritage Toronto's core programs through a mix of strategy, execution, and reporting. Your time will be split between supporting the delivery of Heritage Toronto's core programs, focusing on our Tours and Awards programs, and developing new programming based on your lived experience and the heritage of your equity-deserving community. Your duties will include:

- Plan and lead the execution of your equity-based program
- Identify leaders, key stakeholders, and organizations from equity-deserving communities and work with Heritage Toronto staff to facilitate consultations aimed at building understanding and promoting collaboration
- Support core programs through communicating with partners and volunteers
- Coordinating volunteers
- Managing and maintaining event equipment, including sound systems
- Collecting and analyzing program metrics
- Writing copy for program and marketing materials
- Creating and updating programming content on the Heritage Toronto website
- Creating and administrating event registration
- Assisting with the planning and execution of event logistics

YOUR QUALIFICATIONS

- Post-secondary degree or diploma in related field; or equivalent work experience. Canadian or foreign educational qualifications accepted
- A minimum of 1 year experience in heritage, arts, or cultural programming
- 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 general public
- Demonstrated problem solving skills
- Excellent oral and written communication skills
- Proficiency in utilizing a variety of software and online applications, including Microsoft Office Suite, Wordpress, and Eventbrite
- Ability to work flexible hours, including evenings or weekends as required.
- An enthusiasm for the mission of Heritage Toronto
- Familiarity with Toronto's heritage sector and an understanding of non-profit heritage and cultural organizations an asset

ELIGIBILITY TO APPLY

The Programming 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. You can learn more [about Heritage Toronto's Emerging Historians program here](#).

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.

HOW TO APPLY:

- 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: December 18, 2022 @ 11:59 PM**
- 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. You can learn more about the [Equity Heritage Initiative here.](#)



**TD READY
COMMITMENT**