



PROGRAM INTERN (8 WEEK CONTRACT)

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, from the Heritage Toronto Awards to digital exhibits. 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.

WHO YOU ARE

You have a passion for Toronto's heritage, with experience in coordinating in-person heritage programming and events. You have experience working in diverse environments and have an interest in developing innovative, inclusive, and engaging public programming. You will embrace a role that requires initiative, attention to detail, and the ability to adapt quickly within the grassroots reality of working in a not-for-profit, partnership, and volunteer-driven sector.

Like us, you strive in your work to achieve a more diverse, inclusive, and equitable city that [reflects the City of Toronto's vision statement](#). Heritage Toronto is committed to creating a workplace culture of inclusiveness and building a diverse team. We invite all interested individuals to apply and encourage applications by people from equity-deserving communities.

Heritage Toronto will provide 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.

YOUR JOB

The Program Intern is an eight week, full-time (35 hours/week) contract position reporting to the Public Program Coordinator. The successful candidate will be working in a hybrid environment: working 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 Zoom, Slack, and other communication channels. The successful candidate will also be expected to work regular nights and weekends as part of the in-person tour season, to be scheduled in advance. The position has a May 19, 2026 start date. Remuneration is \$20/hour.

ELIGIBILITY

The Program Intern position 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.

YOUR OPPORTUNITY

The Program Intern will be responsible for supporting the needs of Heritage Toronto as it relates to the planning, execution, and analysis of agency programming, including the 2026 Tours Program and the Heritage Toronto Awards, specifically:

- Working with the Public Program team, 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 2026 Tours season and the 2026 Heritage Toronto Awards
- Other duties, as required

YOUR QUALIFICATIONS

- Post-secondary degree or credits in a related field and 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

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 11:59 p.m. EST by Thursday, April 30, 2026. Please use the subject line "Program Intern".

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