



Position Title: Volunteer Finance Assistants (2)

Immediate Supervisor: Senior Manager, Finance

About Heritage Toronto

Heritage Toronto is a charity and agency of the City of Toronto that celebrates and commemorates the city's rich heritage and the diverse stories of its people, places, and events.

Our core annual programs are: Tours from May to October, the Heritage Toronto Awards each October, and a year-round Historical Plaques program.

Job Description

As part of the Finance and Administration team, the Volunteer Finance Assistants (2) will help integrate financial and database systems, develop skills, and support Heritage Toronto's programs.

Responsibilities:

This volunteer position will assist with data entry; communications with members/donors, including monthly mail outs; records management; and provide direct support to the Finance and Administration team.

Requirements:

- High degree of proficiency with database and accounting software
- Detailed, self-directed team player

Time Commitment:

5-10 hours (per week); Daytime availability

All volunteers will be required to attend an orientation and kick-off session; date TBC.