

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 include Walking Tours, Historical Plaques, the Toronto Heritage Awards, and significant new digital projects in 2018.

THE JOB

Reporting to the Manager of Community Engagement, the Program Assistant will make valuable contributions during the Heritage Toronto Tours season and in the months leading up to the Heritage Toronto Awards. They will assist in the coordination and execution of these programs. They may also assist, from time to time, with Heritage Toronto special events taking place during their term.

- Heritage Toronto offices, 3rd floor, St. Lawrence Hall, 157 King Street East, Toronto
- 8-week summer contract, funded through Canada Summer Jobs
- 30 hours/week, typically Monday – Friday, some evening and weekends may be required
- Anticipated Start Date: **June 4, 2018**

YOUR RESPONSIBILITIES

- Administrative tasks essential to the success of the Tours and Awards programs:
 - Coordinating volunteers, managing tour equipment, and maintaining registration lists
 - Collecting and analyzing tours metrics
 - Drafting letters to City Council and key organizational stakeholders
 - Communicating with program partners, award nominees, and volunteers through email, on the phone, and in person
 - Writing copy for program and marketing materials, and the Heritage Toronto website
 - Developing presentation materials, including speaking notes and PowerPoint
 - Assisting with the planning and execution of event logistics
- Other duties, as required.

YOUR QUALIFICATIONS

- Funding for this position requires that the successful candidate be enrolled at a post-secondary institution in Fall 2018 and that they are between the ages of 15 and 30 years old.
- Ability to work on own initiative in a fast-paced environment and manage multiple deadlines
- Excellent interpersonal skills, including proven ability to establish and maintain productive working relationships with staff, volunteers, and the general public
- Demonstrated problem solving skills
- Excellent oral and written communication skills
- Strong computer skills; including Excel, Microsoft Word, PowerPoint, Eventbrite, Wordpress
- Experience programming or event planning (asset).

DEADLINE TO APPLY: Monday May 21, 2018 at 5:00p.m.

HOW TO APPLY: Heritage Toronto is committed to developing an inclusive and diverse workplace. Please submit your application, with the subject line: **Application: PROGRAM ASSISTANT**, via email to candice.mccavitt@toronto.ca no later than 5PM, Monday, May 21st.

Interviews will be scheduled for the week of May 28 – June 1, and the anticipated start date of the position is Monday, June 4, 2018. Please note, we will only be contacting applicants selected for an interview.