

PROGRAM ASSISTANT

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 Walking Tours, Historical Plaques, the Toronto Heritage Awards, and partnerships with local community groups, volunteers, the development and heritage industry, and educational institutions.

WHO YOU ARE

You are a builder who thrives working on a dynamic and diverse portfolio. You will be part of a small, high-energy team and provide support in the planning and execution of our largest event and Awards program.

YOUR JOB

The Program Assistant is a contract (16 week), full-time (35 hours/week) position with offices in Historic St. Lawrence Hall, 157 King St. East. Toronto. Compensation is \$14/hour.

YOUR OPPORTUNITY

Reporting to the Manager of Community Engagement, the Program Assistant will make valuable contributions to the planning, coordination, and execution of the 44th Annual Heritage Toronto Awards event (taking place on Monday, October 29, 2018). Since 1974, the Heritage Toronto Awards has honoured volunteers, professionals, and community groups making extraordinary contributions to Toronto's heritage. This event is also our largest annual fundraiser, and provides critical support to our core programs.

The Program Assistant will also assist with Heritage Toronto special events taking place during their term.

YOUR QUALIFICATIONS

You will be proactive, optimistic and will have worked in a dynamic environment where you have delivered on multiple priorities. You will hold the following qualifications:

- Minimum 1 year of event planning and management
- Experience in project management with high level of detail
- Excellent interpersonal and customer service skills
- Demonstrated problem solving skills and ability to work on own initiative
- Excellent writing skills
- Strong computer skills; including Excel, Microsoft Word, PowerPoint, Eventbrite, Wordpress

TO APPLY:

Interested in joining our team and making a difference in our city?

Please include a resume and a cover letter explaining your interest and key qualifications, by 5:00 p.m. on Friday, July 13, 2018. Please submit your application, with the subject line: Application: **PROGRAM ASSISTANT**, via email to candice.mccavitt@toronto.ca.

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

Heritage Toronto invites applications from all qualified individuals. The agency is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.