



Position: Community Outreach Coordinator, Arts in the Parks
Type: Contract
Start Date: February 4, 2019
End Date: September 28, 2019
Hours: 37.5 hours per week
Pay Range: \$18.00 – \$20.00 per hour

ABOUT

Toronto Arts Foundation is a charitable organization that sparks creative connections, spotlights artistic excellence, and supports vibrant cultural growth throughout our diverse city, through private sector investment. Arts in the Parks brings over 300 free arts events (concerts, film nights, dance, theatre, readings and participatory arts activities) to approximately 50 parks across the City of Toronto. For more information, please visit www.torontoartsfoundation.org

SUMMARY

The Community Outreach Coordinator will be a part of our dynamic Arts in the Parks team. The successful candidate will be responsible for developing community outreach activities, developing community relationships, engaging teams of community and youth volunteers, and leading our team at Arts in the Parks events across the city.

The Community Outreach Coordinator will report to the Community Engagement Manager and work alongside the Marketing & Events Coordinator, and summer event staff.

RESPONSIBILITIES

Community Outreach

- Identify new, and manage existing, relationships/partnerships and outreach activities with stakeholders such as Park Friend Groups, social service agencies, local businesses etc.:
 - Meet with new and existing community partners
 - Distribute outreach materials
 - Document all work and keep up-to-date record of materials distributed and where
 - Track community attendance that comes as a direct result of outreach efforts
- Coordinate community information sessions
- Act as liaison between event artists, community partners, and Arts in the Parks staff
 - Report changes to events/activity schedules on ongoing basis to the Arts in the Parks staff team
- Act as an ambassador for the initiative with the general public
 - Answer questions about Arts in the Parks and events to community organizations, local businesses and event audiences
 - Promote events to community groups, schools, community residents etc.
- Coordinate local artist spotlight program
 - Participate in advisory meetings with community groups, distribute a call for community artist participation, assist with the jury process for artist selection.
 - Provide advice on working in parks to local artists
 - Provide the selected Local Artist Spotlight Program artists with production schedules for their event

Event/Onsite Support

- Deliver marketing materials to event sites
- Act as team leader for summer contract staff and volunteers at events, assign responsibilities (setup & tear down, audience surveys) and provide support for successful completion.
- Sign volunteers in/out of their shifts
- Welcome audience members and volunteers
- Ensure appropriate paperwork is completed on site at events, including all checklists, evaluation forms, etc.

Volunteer Coordination

- Recruit and train community volunteers
- Identify possible venues for community volunteer training sessions
- Assist with scheduling volunteers with Better Impact software
- Supervise youth and provide leadership to community volunteers
- Ensure volunteer protocols are being met, report on volunteer efforts and experiences
- Foster a high level of volunteer morale and professionalism

Key qualifications:

- The ideal candidate is an outgoing community leader who has their finger on-the-pulse for what's happening in their community and wants to increase community engagement.
- The candidate will have participated in community events, has community programming and/or volunteer and events management experience.
- High level of initiative and ability to self-manage.
- Respect for diverse individuals and communities.
- Interest in learning about Equity best practices.
- Ability to establish effective and strong working relationships and trust with co-workers, community partners and volunteers.
- Excellent written and verbal communication skills
- Sound judgment, analytical and problem-solving abilities, and organizational skills
- **G-class license and a clean driving record is a requirement.**
- **Flexibility regarding work hours is a requirement.** Some working hours will take place on evenings and weekends.
- **Successful candidates will be asked to supply Toronto Arts Foundation with a Vulnerable Sector Screening Check prior to a contract being issued.** This will be coordinated through Toronto Arts Foundation.

To Apply:

Please submit cover letter and resume by 5:00 pm on January 7, 2019 **in a single pdf attachment by email** to Jaclyn Rodrigues, Community Engagement Manager at Jaclyn@torontoarts.org

Subject line: Community Outreach Coordinator

Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.