



Position: Program Outreach Coordinator
Type: Annual Contract
Start Date: January 6, 2020
Hours: 37.5 hours per week
Pay Range: \$40,000 per annum

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 Program Outreach Coordinator will be a part of our dynamic team. The successful candidate will develop and execute outreach strategies for a variety of programs including: Creative Champions Network, our Awards Programs, and Arts in the Parks. The Coordinator will be responsible for developing community outreach activities, developing community relationships, engaging teams of community and youth volunteers, and participating in Toronto Arts Foundation events across the city.

This role supports the outreach work as it relates to many of the Foundation's programs. The Program 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 community groups, social service agencies, local businesses, arts organizations, artists etc.:
 - Meet with new and existing community partners/stakeholders
 - Assist with development, and distribute outreach materials for Arts in the Parks, Awards Programs, Creative Champions Network
 - Document all work and keep up-to-date record of materials distributed and where
 - Track attendance/statistics that comes as a direct result of outreach efforts
- Coordinate community information sessions as necessary
- Act as liaison between event artists, community partners, and staff
 - Report changes to events/activity schedules on ongoing basis to the team
- Act as an ambassador for the Foundation and its programs with the general public
 - Answer questions about all programs/the Foundation and events to community organizations, local businesses and event audiences
 - Promote events/opportunities to community groups, schools, community residents etc.
- As part of Arts in the Parks, coordinate local artist spotlight program
 - Participate in advisory meetings with community groups, community partner, distribute a call for community artist participation, assist with the peer selection process for artist selection
 - Provide advice on working in parks to local artists

Event/Onsite Support

- Support Toronto Arts Foundation events onsite
- Act as team leader for summer contract staff and volunteers at events, assign responsibilities (setup & tear down) and provide support for successful completion.
- Welcome audience members and volunteers
- Ensure appropriate paperwork is completed on site at events, including all checklists, evaluation forms, etc.

As part of Arts in the Parks, Volunteer Coordination

- Support the recruitment and training of community volunteers
- 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 and participation in our programs
- 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 are a must.
- **G-class license and a clean driving record is a requirement.** A personal vehicle is not a requirement of this position.
- **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 December 4, 2019 **in a single pdf attachment by email** to Jaclyn Rodrigues, Community Engagement Manager at Jaclyn@torontoarts.org

Subject line: Program 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.