



JOB POSTING

Position:	Workforce Development Lead, Newcomer Program
Type:	Full-time 1-year contract
Reports to:	Programs Manager, Neighborhood Arts Network
Direct Reports:	None
Expected Starting Salary:	\$60,000
Start Date:	April 14, 2025

Toronto Arts Council & Toronto Arts Foundation meet or exceed the standards set by Ontario Living Wage.

Summary:

The Workforce Development Lead, Newcomer Program is responsible for leading and implementing a workforce development initiative designed to support newcomer artists in securing sustainable careers within the creative industries. This role places a strong emphasis on employer engagement, fostering partnerships with industry leaders, businesses, and organizations to create meaningful employment pathways. Collaborating with industry, academic, and community partners, the Workforce Development Lead will deliver, and facilitate a program that provides mentorship, post-secondary skills training, and direct employment opportunities tailored to the unique needs of newcomers.

Responsibilities:

Program Development and Employer engagement

- Facilitate program advisory design sessions, including preparing agendas, tracking meeting minutes, and sharing follow-ups with the team.
- Develop a critical path for the program based on advisory recommendations.
- Oversee day-to-day program operations, ensuring activities align with project timelines and deliverables.
- Develop and implement employer engagement strategies to secure industry partnerships, job placements, and mentorship opportunities for program participants.
- Cultivate and maintain relationships with businesses, industry stakeholders, and employers to enhance program offerings and secure career opportunities for newcomers.

Participant Recruitment and Support

- Design outreach strategies to engage newcomer artists and ensure accessibility of program resources.
- Work with partners to support the design and execution of the onboarding process and conduct partner check-ins
- Design, gather, and distribute resources and information to support both applicants and participants of the program
- Lead regular check-ins, mentorship matching, professional guidance, and conflict resolution.
- Conduct participant onboarding and orientation sessions to establish program goals and expectations.

Monitoring and Reporting

- Track program outcomes using evaluation tools to measure success and inform continuous improvement.
- Compile and deliver reports to partners, including funders, detailing program impact and participant progress.
- Maintain accurate records and documentation for reporting and compliance purposes.

Team Collaboration

- Collaborate with internal teams, including ArtWorksTO workforce development, Toronto Arts Foundation events, outreach and communication teams to share insights and integrate learnings and/or support event planning as required.
- Contribute to a positive team culture, promoting inclusivity, creativity, and respect

Key Qualifications:

- Post-secondary education or equivalent experience in arts administration, social services, education, experiential learning or a related field.
- Minimum 3 years experience in program coordination with newcomer populations and/or in workforce development.
- Demonstrated understanding of the barriers faced by newcomers in accessing the creative sector and demonstrated strategies to address these challenges.
- Self-motivated spirit with a proactive approach to tasks and problem-solving.
- Knowledge of workforce development trends in the arts and creative industries is a strong asset.
- Strong interpersonal and communication skills, with the ability to work effectively across cultures and disciplines.
- Strong conflict resolution skills
- Proficiency in program evaluation and reporting; experience with grant writing is an asset.
- Demonstrated ability to manage multiple priorities effectively; strong time management skills; ability to work collaboratively across different departments and with multiple stakeholders.

Additional Requirements:

- This position requires flexible hours, including occasional evenings or weekends as needed.
- Fluency in a second language commonly spoken in newcomer communities is an asset.
- Commitment to equity, diversity, inclusion, and anti-oppressive practices.

Contract Details:

How to Apply:

Please submit a cover letter and resume in a **single pdf attachment** to Angie Aranda, Senior Manager, Arts and Community Development, at angie@torontoarts.org, with subject line: Workforce Development Lead, Newcomer Program, by 5 pm, **March 17, 2025**.

Toronto Arts Council/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, and 2SLGBTQIAP.

Accessibility

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.
- If you require accommodation, please send an email to angie@torontoarts.org.