

## **Program Assistant**

**Date Reposted:** May 3 2021

**Application Deadline:** May 24, 2021 at 11:59pm

**Interviews:** May 31 to June 4, 2021

**Start Date:** June 14th, 2021

**Salary:** \$17.25 per/hr

**Location:** Remote online work

**Term:** Part-time 20 hrs per/week for 18 weeks

**Organization's Field/Discipline:** The Arts

**Job's focus:** Creative and Administrative

**Career Level:** Entry



**LAKESHORE ARTS**

### **About Lakeshore Arts**

Lakeshore Arts is a registered charitable not-for-profit community arts organization that is dedicated to engaging people through a variety of multidisciplinary art forms as a way of enriching people's lives and strengthening communities. We believe community arts contribute to the holistic health of a community by offering unique and innovative opportunities to engage in positive social change by connecting people to the arts. LSA values equity, diversity inclusion, transparency and respect; focusing on creating impact using the arts as a catalyst for positive social change and engagement.

### **Job Description**

The Program Assistant will contribute to the development of our programs, specifically our youth and public art programs. This includes our summer camp, children's choir, youth programming and public art activities throughout the Etobicoke community. The Program Assistant will report to, and receive mentorship from the Program Manager during weekly meetings, where goal setting, sharing educational or professional development resources, and other support will be provided.

### **Responsibilities**

Responsibilities include; developing and delivering an outreach plan and providing creative input into the design and structure of the programs under the guidance of the Program Manager. As well as assist with administrative duties and customer service; maintain a database and schedules; create a draft call for artists; participate in the interviewing and selection of the program facilitators' assist with program evaluation and completing a final report including stats and testimonials; and visual documentation including photos and videos. The Program Assistant will also attend weekly all-staff meetings and work in collaboration with team members to complete outreach, documentation, and evaluation tasks.

### **Qualifications**

- Be 15 to 30 years of age and legally entitled to work in Canada
- Some education or professional experience in a related discipline (arts administration, programming or education)

- Experience with online research
- Familiarity with, or a passion for, arts and culture
- A strong understanding of equity, diversity and inclusion frameworks, and a willingness to learn more
- A collaborative, self-starter attitude, able to adapt and learn new skills
- Strong organizational skills
- Strong communications skills in English, including speaking, reading, and writing
- Strong literacy with computer programs, especially social media applications and G Suite
- Ability to work from home (access to the internet). A laptop with necessary programs and software will be provided for applicants within the Greater Toronto Area.

## **Why Join Us**

We are a team of passionate community arts professionals, driven by our mission to develop transformative and socially engaged community arts programming. As a team we value creative thinking, collaboration and believe in supporting one another. We are committed to the health and well-being of our staff, volunteers and program participants. We also value learning and encourage ongoing professional development, network building and mentorship opportunities.

## **Additional Info**

We know an effective organization and workplace culture is developed through mutual respect and believe that equity, diversity, and inclusion are crucial to our shared success. LSA is an equal opportunity employer and we approach hiring practices through an anti-racist, anti-oppressive, equity lens and pledge to: include a salary range or rate of pay in job postings when possible, provide transparency in hiring timeline and dates, offer an opportunity for feedback for candidates who attend interviews, make any accommodations possible during the recruitment and hiring process and continually make improvements to break down barriers to employment.

Please note, our office is on a second story walk-up that isn't wheelchair accessible or may be difficult for those with mobility limitations. Although this position will be remote work online, there may be opportunities to work on site at our office, if Covid-19 safety directives allow for this.

LSA is located in Etobicoke/Adobigok (Place of the Alders in the Ojibwe language.) This territory was the subject of the Dish With One Spoon Wampum Belt Covenant and we are grateful to have the opportunity to live and work in this territory alongside many Indigenous people from across Turtle Island.

For more information about Lakeshore Arts, please visit our website: [www.lakeshorearts.ca](http://www.lakeshorearts.ca)

## **Application Process**

***We invite qualified applicants to apply via the online portal linked below by Monday May 24, 2021, 11:59pm Eastern Time.*** Interested applicants should submit a cover letter and resume as a single pdf of no more than 5 pages maximum. Applications will not be accepted by email. No phone calls please. Interviews will be conducted by video conferencing. While we appreciate the interest of all applicants, we can only communicate with those shortlisted for an interview.

**[Apply NOW!](#)**

In all aspects of the selection process, accommodations are available upon request. Please make requests to [programs@lakeshorearts.ca](mailto:programs@lakeshorearts.ca) with the subject line "Program Assistant accommodations request."