



LAKESHORE ARTS

2422 LAKESHORE BLVD. W.
TORONTO, ON . M8V 1C4
416 201 7093

LAKESHOREARTS.CA
@LAKESHOREARTS

CONNECTING COMMUNITIES
THROUGH ART

Operations Coordinator (Parental Leave)

Date Posted: March 12, 2025

Application Deadline: April 2, 2025

Interviews: First: April 11 - 17; Second: April 22 - 25

Start Date: May 5 - 12, 2025

Compensation: \$25/hour, 20 hours per week

Region: Etobicoke

City: Toronto

Term: Part-time (20 hrs/week), 1 year contract

Organization's Field/Discipline: Arts, Administration

Job Type: Hybrid

Career Level: Intermediate

Organization:

Lakeshore Arts is a registered charitable not-for-profit community arts organization, and one of six LASO's (Local Art Service Organizations), dedicated to engaging all peoples using multidisciplinary art forms as a way of enriching lives and strengthening Etobicoke's communities. We believe community arts contribute to the holistic health of a community, and we offer opportunities to create positive social change through connecting people with others and to themselves. The organization values accessibility, transparency and mutual respect.

Job Description:

The Operations Coordinator will be responsible for supporting the ongoing operations, maintaining Lakeshore Arts as an essential contributor to the Etobicoke communities and Community Arts sector. Reporting to the Executive Director, the Operations Coordinator will be responsible for site inventory and upkeep, and receiving visitors and guests to our Community Project Space, and scheduling monthly volunteers. Additionally, they will be tasked with filing financial documents & records, and using online platforms to download monthly statements and to renew subscriptions. The Coordinator will help ensure organizational program and marketing technical functions are optimized to facilitate our day-to-day activities and initiatives, supporting Lakeshore Arts in being an efficient and healthy workplace.



LAKESHORE ARTS

2422 LAKESHORE BLVD. W.
TORONTO, ON . M8V 1C4
416 201 7093

LAKESHOREARTS.CA
@LAKESHOREARTS

CONNECTING COMMUNITIES
THROUGH ART

Major Duties and Responsibilities:

- Check that safety standards are maintained throughout all work practices.
- Supervising and attending to the site's Community Project Space by greeting visitors and answering their general queries two days per week.
- Coordinate with bookkeepers to provide subcontractor and volunteer contracts, invoices, bills, statements, and cheques.
- Timely execution of monthly reconciliations (e.g. hydro, utilities, phone & internet, funding reports, etc).
- Draft and document donation receipts and financial letters of direction.
- Coordinate volunteer schedules, documentation, and recruitment.
- Coordinate prospective site rental opportunities.
- Maintain Community Project Space and office supply inventory
- Correspond with landlord for any repairs needed
- Collaborate with other staff to execute fundraising events
- Collaborate with organizational partners to support partnership goals
- Attend and support events, alongside LSA staff, representing Lakeshore Arts as necessary.

Job Requirements:

- Post-secondary arts administration degree/diploma or equivalent related experience.
- 1+ years of experience in a financial administration role.
- Understanding of integrated financial strategies, tactics and best practices in workplace policy.
- Strong collaborative skills with the ability to receive clear direction to achieve organizational objectives and initiatives.
- Ability to work both independently and collaboratively.
- Working knowledge of anti-oppression, equity, intersectionality, and accessibility.
- Interest in and knowledge of the arts, particularly community arts.
- Detail oriented, extremely well organized, and able to manage time in a busy environment, with multiple priorities and timelines.
- Strong written and verbal communication and interpersonal skills.
- Comfortable in a Mac-based office environment.
- Comfortable with G-Suite.
- Strong computer skills (i.e., MS Office: Excel, Word).
- Experience with QBO (Quickbooks online), Plooto, and Dext is considered an asset.
- Experience in not-for-profit cultural or community arts sectors is considered an asset.



LAKESHORE ARTS

2422 LAKESHORE BLVD. W.
TORONTO, ON . M8V 1C4
416 201 7093

LAKESHOREARTS.CA
@LAKESHOREARTS

CONNECTING COMMUNITIES
THROUGH ART

Additional Info:

Why Join Us:

We are a team of passionate community arts professionals, driven by our mission to develop 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 the ongoing development of strong networks, professional development and mentorship.

We know an effective organization and workplace culture is developed through mutual respect and believe that diversity and inclusion are crucial to our shared success. LSA is an equal opportunity employer and we approach hiring practices through an 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. **To request accessibility accommodations in your application process, please contact: ed@lakeshorearts.ca**

LSA is located in Etobicoke/Adobigok (Place of the Alders in the Ojibwe). This territory was 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

How to Apply

Please submit your application by filling out the questionnaire at the link below.

You will be prompted to upload:

- a cover letter and resumé in a single PDF file. Applications with no cover letter will not be considered.

[Apply Here](#)