

Program Coordinator

Application Deadline: August 27th at 11:59pm

Interviews: Sept 3-8th, 2021

Start Date: Sept 13th, 2021

Salary Range: \$40,000 to \$45,000

Location: Etobicoke, Ontario

Term: Full-time (35 hours per week)

Employee Benefits: Employer-paid health benefits following a three-month probationary period.

Organization's Field/Discipline: The Arts

Job's focus: Creative and Administrative

Job Type: Full-time

Career Level: Coordinator



LAKESHORE ARTS

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

LAKESHOREARTS.CA
@LAKESHOREARTS

CONNECTING COMMUNITIES
THROUGH ART

About Lakeshore Arts

Lakeshore Arts is a registered charitable not-for-profit community arts organization dedicated to engaging all peoples using multidisciplinary art forms as a way of enriching lives and strengthening Toronto's communities. We believe community arts contributes to the holistic health of a community by offering creative opportunities to empower positive social change through connecting people to the arts. Lakeshore Arts is one of six Local Arts Service Organizations, and primarily serves the Etobicoke region (Wards 1, 2 and 3).

Job Description

We are currently looking for a Program Coordinator to join our dynamic team. Reporting to the Program Manager, this position requires an enthusiastic and engaging individual. The ideal candidate has a passion for and understanding of community-engaged arts, possesses exceptional communication and administrative skills, and has a background in working from an anti-oppressive framework. The Coordinator will oversee a suite of programs, which includes Q Summit, the Youth Climate Collective and our Elements of Theatre program that are run by LSA or in partnership with other local organizations. Working with all ages and artistic disciplines, from smaller workshops to larger events, the Coordinator will help bridge responsive community programming with a critical artistic lens.

Program Coordination 60%

- Manage the planning and delivery of programs within the Program Coordinator Portfolio and their activities in accordance with the mission and mandate of the organization.
- Develop, implement and track goals/objectives.
- Hire and assist a roster of artist facilitators and program/artist assistants.
- Manage program administration including: contracts; board, program and funder reports; stakeholder correspondence; and organizing/maintaining artist supplies.
- Collaboratively shape program development and activities.
- Take the lead on mentorship opportunities with assistants, interns, and volunteers.
- Provide supervision at programs, workshops and events, outside of regular business hours as required.

Financial 10%

- Manage and track budgets ensuring they operate within their approved margins.
- Support programming fundraising and development.

Evaluation and Documentation 10%

- Execute program evaluation framework to assess the strengths of the programs and to identify areas for improvement.
- Report findings to the Program Manager and the Executive Director and recommend changes.
- Track all statistics and metrics for programs in the Coordinator portfolio.
- Ensure proper and fulsome audio/visual documentation of programs and events.

Marketing/Communications and Outreach 20%

- Create written copy for the Lakeshore Arts website, social media and marketing content.
- Work within the program's marketing plan to ensure proper lead time for marketing materials.
- Recruit new participants through strategic outreach.
- As an organizational ambassador, develop and nurture community, partner and stakeholder relationships to expand awareness of the organization and our programs.

Working Conditions:

- The Program Coordinator position will be a hybrid working environment of home office, LSA office and off-site programming.
- The position will require working occasionally in our public facing Community Project Space, which will have strict COVID-19 procedures in place for the safety of staff and the public.
- The position requires occasional flex hours, with some evening and weekend work required.

Qualifications**Required:**

- Experience in community arts or related programming or graduate of an Arts, Community Outreach or Arts Administration degree/certificate.
- Experience with project management.
- Extensive community outreach experience.
- Ability to manage time and multiple priorities effectively and within deadlines.
- Flexibility to work outside of regular office hours when needed.
- Creative thinker with innovative ideas who can troubleshoot with adaptability.
- Good collaborator that is excited about working with different staff and community stakeholders.
- Proficiency with MS Office, Apple Operating Systems and the Google Platform.
- Completion of a police check prior to commencing employment.

Asset:

- Experience working with a variety of demographics is an asset
- Experience working with Notion and Zoom is an asset.
- Experience and/or familiarity with Etobicoke and organizations located in Etobicoke is an asset.

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 ongoing professional development, network building and mentorship opportunities.

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, 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.

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

We invite qualified applicants to apply via the online portal linked below by Friday August 27, 2021, 11:59pm Eastern Time. Interested applicants should submit a cover letter, resume and three references as a single pdf, a maximum length of 5 pages. 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.

[LINK HERE](#)

In all aspects of the selection process, accommodations are available upon request. Please make requests to programs@lakeshorearts.ca with the subject line "Program Coordinator accommodations request."