

# Programs Assistant



**Date Posted:** May 13, 2024

**Application Deadline:** May 31, 2024 at 11:59PM

**Interviews:** June 10 - 14

**Start Date:** July 2, 2024

**Salary:** \$18.80 per/hr

**Location:** Hybrid, remote and in-person work

**Term:** Full-time 30 hrs per/week for 9 weeks

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

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

**Career Level:** Entry

## About Lakeshore Arts

Lakeshore Arts is a not-for-profit community arts organization that is dedicated to engaging the local community of South Etobicoke through a variety of 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, and offer unique and innovative opportunities to engage in positive social change by connecting people to the arts. LSA values equity, diversity, inclusion, transparency and respect.

## Job Description

The Programs Assistant will contribute to the development of our programs, specifically our youth and Workman Arts partnership programs. This includes assisting in planning for our Fall programs: Youth Climate Collective, Q Summit and Elements of Theatre. Additionally, assisting with the provision of summer programs, such as our summer Exhibition. The Program Assistant will report to, and receive mentorship from the Program Manager and Executive Director 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; drafting work plans; and other administrative tasks under the guidance of the Program Manager and Executive Director. Additionally, the Programs Assistant will provide creative input into the design and structure of the programs; assist with maintaining a database, schedules and relationships with partner organizations; assist with program evaluation and completing a final report including stats and testimonials; and collect visual documentation of programming including photos and videos. The Programs 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).
- 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 and self-starter attitude, with a willingness to adapt to changing circumstances.
- Strong organizational skills.
- Strong communications skills, including speaking, reading, and writing.
- Strong literacy with computer programs, especially social media applications and G Suite.
- Ability to work from home (access to a stable internet connection). 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 to navigate for those with mobility limitations. Although this position will be hybrid (in-person and remote work online) there will be dates where it is mandatory to work in-person, if government health & safety directives and recommendations allow for this.

LSA is located in Etobicoke/Adobigok (Place of the Alders in the Ojibwe language). 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](http://www.lakeshorearts.ca)

## **Application Process**

***We invite qualified applicants to apply via the online portal linked below by May 31st at 11:59PM.*** Interested applicants should submit a cover letter and resume as a single pdf of no more than 3 pages maximum. Applications will not be accepted by email. No phone calls please. While we appreciate the interest of all applicants, we can only communicate with those shortlisted for an interview.

**[Apply Here](#)**

In all aspects of the selection process, accommodations are available upon request. Please make requests to [ed@lakeshorearts.ca](mailto:ed@lakeshorearts.ca) with the subject line **“Programs Assistant accommodations request.”**