Position: **Community Engagement Coordinator, Arts in the Parks**
Type: **Contract**
Start Date: **May 2017**
Hours: **30 hours per week, including evenings and weekends**

ABOUT
Toronto Arts Foundation is a charitable organization that sparks creative connections, spotlights artistic excellence, and supports vibrant cultural growth throughout our diverse city, through private sector investment.

For more information, please visit www.torontoartsfoundation.org

SUMMARY
The Community Engagement Coordinator(s), will be a part of a dynamic team with Toronto Arts Foundation's *Arts in the Parks*. The successful candidate(s) will lead teams of community volunteers, and will gain experience in implementing a city-wide marketing campaign and coordinating outreach activities and events in Toronto's diverse communities.Community Engagement Coordinator(s), will report to the Program Coordinator, and assist Senior Community Engagement Coordinator(s).Arts in the Parks brings free arts events (concerts, film nights, dance, theatre, readings and participatory arts activities) to approximately 50 parks across the City of Toronto.

Responsibilities
Marketing
Assisting Senior Community Engagement Coordinators, Community Engagement Coordinator(s) will:

- Distribute marketing materials (e.g. posters/flyers) to local business, community centres, faith organizations etc.
    - Follow up with interested parties via e-mail/phone with digital promotional materials, as instructed by the Senior Community Engagement Coordinator(s)
    - Report follow up work to the Senior Community Engagement Coordinator(s)
- Act as an ambassador for the initiative with the general public:
    - Answer questions about Arts in the Parks and events to community organizations, local businesses and event audiences
    - Promoting events to community groups, schools, community residents etc.
- Update events listings on internal and external platforms
- Write feature stories on events for website content
- Attend community outreach meetings with the Marketing Associate/Senior Community Engagement Coordinators
- Maintain the social media editorial calendar.

Event/Onsite Support

- Deliver marketing materials to Arts in the Parks event site (signage, water, promotional material, surveys), and returning equipment at end-of-day
- Be a contact person for Arts in the Parks volunteers at events: signing in/out volunteers, volunteer supervision.
- Check-in with Senior Community Engagement Coordinator(s) at events.

- Delegate tasks/roles to volunteers and ensuring successful execution of such tasks (setting up signage, tables, etc)
- Ensure the maintenance of Arts in the Parks events materials and report any issues to the Marketing and Events Associate

Volunteer Coordination and Community Engagement
The Arts in the Parks Coordinator(s) will assist the Senior Community Engagement Coordinator(s) in the following capacity:
- Assist with the volunteer website portal and the volunteer program
    - Update volunteer schedules with computer software
    - Manage appreciation emails on ongoing basis
    - Assist with scheduling volunteers
    - Log volunteer hours and reports following events
- Assist with the training of volunteers, alongside the Marketing Associate and the Senior Community Engagement Coordinator(s).
- Ensure volunteer protocol is being met
- Ensure a high level of volunteer moral and professionalism
- Taking phone calls/inquiries from volunteers, as needed

Other
- Assist with program evaluation. Collect surveys from the volunteers and enter data for analysis.
- Act as liaison between event artists and the Marketing Associate when necessary

Key qualifications:
- Interest in pursuing a career in the arts with a focus on marketing, communications, community programming.
- Respect for diverse individuals and communities.
- Interest in learning about Equity best practices.
- Ability to establish effective and strong working relationships and trust with co-workers and volunteers.
- Excellent written and verbal communication skills
- Sound judgment, analytical and problem-solving abilities, and organizational skills
- Proficiency with windows-based software and other computer and database applications relevant to the work is an asset
- **G-class license and a clean driving record is a requirement of this position.**
- **Flexibility regarding work hours is a requirement.** Some working hours will take place on evenings and weekends. Toronto Arts Foundation will strive to schedule hours two-weeks in advance.
- **Preference will be given to applicants who are full-time, post-secondary students, and who are intending on returning to full-time studies in September 2017, however, all qualified applicants are encouraged to apply.**
- **As this position requires supervising and working with youth volunteers, successful candidates will be asked to supply Toronto Arts Foundation with a Vulnerable Sector Screening Check prior to a contract being issued.** This will be coordinated with Toronto Arts Foundation.

To Apply:
Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment.

Please submit cover letter and resume by 5:00 pm on April 13, 2017 **in a single pdf attachment by email** to Jaclyn Rodrigues, Marketing & Events Associate at Jaclyn@torontoarts.org Subject line: Community Engagement Coordinator.