



## JOB POSTING

Position: Outreach Coordinator  
Type: full time, permanent  
Start Date: March 2020

### Summary

The Outreach Coordinator is a new position, bringing together objectives and responsibilities formerly implemented by individual program managers. Under the supervision of the Deputy Director, the Outreach Coordinator will develop and execute outreach strategies and plans for all Toronto Arts Council programs. The Outreach Coordinator will liaise closely with all TAC and Foundation staff to coordinate and collaborate on outreach activities.

### Specific responsibilities include:

- Develop outreach objectives for Toronto Arts Council including all granting programs
- Develop and coordinate a plan to respond to the identified objectives
- Update and prepare presentation materials for information sessions, grant-writing workshops and focus groups, working from existing materials
- Seek opportunities to present information sessions and workshops
- Identify specific outreach opportunities to respond to currently under-served communities
- Match presentation opportunities with appropriate Grant Program Managers and/or act as the lead presenter
- Provide support for specific outreach activities including booking, logistics and recording; these activities will be determined in consultation with the Deputy Director and Director of Granting
- Develop relationships and partnerships with communities and organizations seeking TAC information
- Track all outreach information sessions, workshops and events being conducted by all TAC and Foundation staff
- Document proceedings and participation at all outreach activities undertaken by all TAC staff and prepare reports
- Act as an ambassador for TAC and the Foundation and its programs with the general public
- Liaise with TAC/F stakeholders and partners on outreach initiatives and promotion

### Key qualifications:

- Knowledgeable about **Toronto's** arts communities and the issues facing artists and organizations working in all arts disciplines
- Experience working with community groups
- Excellent written and verbal communication and presentation skills
- Knowledgeable about accessibility accommodations

- Excellent interpersonal, facilitation and consultative skills
- Excellent organizational abilities and facility with project management planning tools
- Sound judgment, analytical and problem-solving abilities, and organizational skills
- High level of initiative and ability to self-manage.
- Ability to establish effective and strong working relationships and trust with co-workers, community partners and volunteers.
- Flexibility regarding work hours is a requirement. Many events will take place on evenings and weekends.

The Outreach Coordinator understands the relationship between Toronto Arts Council and Toronto Arts Foundation and is able to communicate information on the respective roles of both organizations to the community.

Compensation:

Starting salary: \$48,000

To apply:

Please submit cover letter and resume to Deputy Director Susan Wright, [susan@torontoarts.org](mailto:susan@torontoarts.org), in a single pdf attachment, subject line: Outreach Coordinator, by March 10, 2020.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.