



SMALL ARMS SOCIETY

6 Helene Street North, Mississauga, L5G 3B2
www.SmallArmsBuilding.ca | info@SASociety.ca

Program Coordinator Creative Hub @1352 - Small Arms Inspection Building (Part-time)

The Small Arms Society (SAS) is a non-profit corporation responsible for partnering with the City of Mississauga in the delivery of programming at the Small Arms Inspection Building (SAIB)

Job Description

SAS is seeking a dynamic individual with proven experience in programming in the arts, heritage, environment and technology (innovation) who is excited by the possibility of working with our Board on this new and unique endeavour.

Primary Responsibilities

- Work directly with the SAS Program Committee to:
 - develop and lead various SAS Creative Hub program initiatives at SAIB;
 - support the work of various SAS Committees (Marketing, Volunteer and Fundraising) to build relationships and strategies supporting the development of collaborative activities;
 - assist in the development of annual program plans and budgets;
- **Participate in SAS Creative Hub program area teams/groups including but not limited to:**
 - Workshop Working Group:
 - administer the SAS Workshop program including school and related workshop outreach, registration, liaison with workshop instructors, and workshop evaluation;
 - Residency Team:
 - support the work of SAS Residents;
 - participate in ongoing planning, implementation and development of the SAS Creative Hub Residency program;
 - Community Living Room Team:
 - Develop outreach and engagement strategies to encourage involvement of various partners and stakeholders in collaborative cross-disciplinary programs and activities;
- Assist in the administration of program scheduling, registration, payment, instructors, client satisfaction surveys, evaluations and agreements related to programs and activities;
- Liaise with the SAS Volunteer Coordinator to ensure appropriate volunteer coverage and supervision for specific programs;
- Collaborate with building owners (City of Mississauga) staff to ensure successful coordination and implementation of programs, activities and scheduling;
- Prepare various reports and manage data within protocols as established by the SAS Board.
- Provide quality programming and customer service while building relationships and collaborations with various stakeholders, community groups and the public.

Qualifications & Skills

- Graduate from recognized accredited university/college in cultural, heritage and/or arts management, fundraising management, environmental studies, business administration, event management or related field.
- Ability to work proactively in a flexible open space team environment with a non-profit corporation, working committees/teams, volunteers, members of the community and City staff;
- Available to work evenings & weekends as required.
- Excellent communication skills
- Demonstrated sensitivity to issues of diversity and equity in the workplace and in program leadership and operation.
- Experience with program development and delivery, event planning, fundraising and marketing;
- Strong organizational and program planning skills with ability to meet deadlines.
- Creative self-starter with proven initiative and ability to work collaboratively.
- Detail oriented with strong written, verbal, interpersonal and computer skills.
- Basic First Aid and Vulnerable Screening required.

Working conditions

Work will be performed in the Small Arms Inspection Building, a space consisting of approximately 18,000sf' of open concept program space in a very flexible work environment. Some daytime, evening and weekend work is required to support the programs and activities of the Small Arms Society.

Direct Reporting

Supervision, support and mentorship will be provided by the SAS Program Committee Chair.

Additional support and mentorship provided from Program Committee working groups and teams, SAS Management Committees, Volunteers and SAS Board Directors.

Applications should be submitted to events@SASociety.ca to be received no later than September 22, 2018 5:00 p.m. Website - www.smallarmsbuilding.ca

Start Date: October 1, 2018 - May 15th, Potential for renewal based on funding.

Salary 24 hours/week, \$20.00/hr.

While we appreciate the interest of all applicants, we can only communicate with those shortlisted for an interview.

As an equity seeking organization SAS encourages applications from individuals that represent the full diversity of communities in Canada, including complexities of intersecting identities such as ability, age, class, gender, race and sexual orientation.

