



JOB POSTING

JOB TITLE	Program Associate
REPORTING TO:	Program Director
SALARY (OPTIONAL):	Grade 4
FTE STATUS:	1 FTE (40 hours)
DURATION OF POSITION:	12 months (Maternity Leave coverage position)
DATE POSTED	May 18, 2017
POSTING EXPIRES ON	June 4, 2017 by 5 pm

PROFILE

SKETCH is a community-arts-development initiative based in Toronto engaging young people homeless and on the margins, ages 16-29, from across Canada. SKETCH creates equitable opportunities for diverse young people to experience the transformative power of the arts; to develop their leadership and self-sufficiency; and to cultivate social and environmental change through the arts.

POSITION OVERVIEW

The Program Associate is responsible for supporting the day-to-day operations of programs including all phases from planning to deliverables. This position provides project management and administrative support to the Program Team. The **Program Associate** is a 40 hour per week position.

RESPONSIBILITIES

The Program Associate works with the Program Director to establish short and long-term goals and ensure all program activities are consistent with mission and vision of SKETCH. The PA works collaboratively with the program team to provide administrative support to programming and oversees all elements to ensure a successful process and that projects are completed.

Project Management

- Supports the overall coordination and completion of specific projects;
- Coordinates program roster, including liaising with the Program Team and Program Director, program partners and facilitators, logistics and coverage;
- Coordinates space with SpaceShare, partners and facilitators;
- Tracks project deliverables using appropriate tools;
- Implement and manage project changes and interventions to achieve project outputs;
- Supports the implementation of program activities and program deliverables as outlined in funding proposals;
- Support program work plans and programming schedules;
- Administers and Monitors assigned budgets for programming areas and activities;
- Designs and oversees program for program volunteers and placements, including training, orientation and evaluation of placements and volunteers;
- Supports training and orientation of arts animators/facilitators.

Evaluation and Program Reporting

- Designs and implements program evaluation systems;
- Coordinates collection and inputting of program participant statistics and analysis;
- Writes quarterly program report and statistical analysis;
- Shares program evaluation and analysis with program team and rest of the organization.

Communication

- Overall responsibility for communication that includes internal team and reporting to management;



- Maintains and integrates project plans and ensures that all key parties are advised;

- Supports development of outreach promotional strategy including the development of communication materials;
- Promotes program activities and programming schedule to youth and community partners, in line with outreach strategy.

Administrative Support

- Provides administrative support to Program Team and Program Director including communication support, scheduling and meeting coordination;
- Conducts research, writing, implementation and evaluation of program procedures and protocols;
- Facilitates program meetings;
- Maintains documentation of programs for visual history and evaluation reports;
- Attends quarterly Organizational and Program Development Meetings.

Other

- Program support, including hosting and youth support, as necessary
- Strong problem solving skills, including the ability to be able to navigate multiple activities and challenges (barriers/obstacles);
- Good understand the creative process and arts practice.

QUALIFICATIONS & SKILLS

Post Graduate degree in Arts Administration or Administration Diploma or an equivalent combination of education and professional experience.

Bilingualism an asset.

Strong Assets

- Lived Experience or Deep Knowledge of Poverty and Oppressions;
- Anti-Oppression work or experience (or training);
- Commitment to restorative justice practices;
- Commitment to be a contributing member to a learning organization.

Job Knowledge

- Extensive administrative experience preferably working in the non-profit/charitable system or an arts industry association;
- Demonstrated experience using Project Management Skills;
- Demonstrated experience in volunteer coordination;
- Demonstrated experience evaluating/analyzing data;
- Strong writing skills;
- Experience working within the Arts sector;
- Experience working with youth.

Please email letter of interest and resume by 5:00 pm, June 4, 2017 to opportunities@sketch.ca

SKETCH is committed to the principles of equity and ensuring that our hiring practices are enriched by the people, needs and desires of Toronto's diverse communities. Please let us know if you require accommodations for the interview. We thank all applicants for their interest. Only those selected for an interview will be contacted.

No phone calls please.