



# SMALL ARMS SOCIETY

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

## Community Outreach & Engagement Coordinator (Full-time Contract Employment Position)

The Small Arms Society is a non-profit corporation responsible for working with the City of Mississauga in the programming and management support of the Small Arms Building, a designated heritage building, as a creative hub for arts, heritage, environmental sciences and technology (innovation) in Mississauga.

### Job Description

The Small Arms Society (SAS) is seeking a dynamic individual with experience in programming in the arts, heritage, environmental sciences and/or technology (innovation).

The individual will assist the Board of Director and Program Committee and play an active role in the development of a variety of programs, engagement and outreach activities at the Small Arms Building (SAB) creative hub.

### Duties and Responsibilities

- Assist the Board of Directors and Program Director in development of various programs (opening event, storytelling, heritage activities, gardens, school outreach, festivals etc.);
- Help build positive relationships by developing aboriginal outreach programs and educational initiatives in collaboration with stakeholders and the community;
- Engage various stakeholders, including the Indigenous community, youth, donors, community partners, and volunteers across Mississauga & GTA ;
- Develop the community's awareness and understanding of Indigenous heritage, talent and aspirations through conversations and activities that welcome the Indigenous community.
- Develop and implement online engagement and promotion strategies using web and social media tools
- Identify funding resources for current and future programs and activities.
- Work in collaboration with the Volunteer Director on various initiatives as required;
- Assist the Marketing Director in the development of publicity and promotional opportunities such as setting up displays and attending community events representing SAS;
- Prepare publicity and promotional materials for SAS programs.

### Qualifications

- Work and educational experience/skills in communication, program planning, outreach and engagement, marketing and fundraising.
- Excellent writing and verbal/presentation skills with the ability to summarize information and connect with a variety of audiences (Indigenous, youth, educators, service providers, donors, government and volunteers)
- Experience developing and coordinating content for different social media platforms.
- Experience in arts and culture, Indigenous knowledge, public relations, and/or education.
- Experience fostering relationships and trust with Indigenous groups and individuals.
- Strong interpersonal, customer service, problem solving and planning skills
- Demonstrated ability to work both in a team environment as well as independently
- Creative self-starter; proven initiative and ability to work collaboratively.
- Strong organizational and program planning skills with ability to meet deadlines.
- Experience updating and maintaining websites, including content management systems an asset
- Experience with Word press or basic HTML/CSS an asset
- Proficiency in Microsoft Office suite.

### Working conditions

Ability to work pro-actively with non-profit board of directors and working committees. General office working conditions, some evening and weekend work to support the programs of the Small Arms Society.

**Location Mississauga.**

## Direct Reporting

Program Director, Small Arms Society or designate

### Salary

\$20.00/hour

35 hours per week until March 31, 2019

Application Closing Date: May 11, 2018

### To Apply:

Candidates must be registered with Miziwe Biik Aboriginal Employment and Training, (416) 591-0114

Please submit your covering letter and resume to: [info@smallarmsbuilding.ca](mailto:info@smallarmsbuilding.ca)

Application Closing Date: Friday May 11, 2018

Service  
Canada 



Miziwe Biik  
Aboriginal Employment and Training

