



# CreativeHub 1352

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## Program and Community Outreach Coordinator CreativeHub 1352 Job Description

(Full-time – 1-year Contract)  
January 6, 2020 – March 31, 2020  
April 1, 2020 – December 29, 2020

The CreativeHub 1352 (formerly the Small Arms Society) is a non-profit organization, who works in partnership with residents of Mississauga and the City of Mississauga in the development of unique creative hub programs, events and projects at the Small Arms Inspection Building (SAIB). The building is historically significant site, owned and operated by the City of Mississauga. As a community programming partner, we work across the arts, heritage, environment and technology to deliver a mix of programs, projects, education and events that foster collaboration and community engagement that enrich peoples lives. CreativeHub 1352 offers an opportunity to work closely with artists, innovators, community and regional cultural organizations and municipal tourism strategists in a community that has become a destination for the annual In Situ Multi Arts Festival, celebrating visual arts, dance, music and theatre.

This is a unique opportunity to support the development of Mississauga's new Creativehub 1352 that will impact, influence and inspire artistic and cultural opportunities for local artists, arts organizations and communities

### Responsibilities:

CreativeHub 1352 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 Directors and the Program Committee as well as play an active role in the development of a variety of programs, engagement and outreach activities at the Small Arms Inspection Building (SAIB) through CreativeHub 1352.

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

### 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, administration, 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 committees. Ability to work independently. General office/flexible working conditions; some evening and weekend work to support the programs of the organization.
- Location Mississauga.

#### **Direct Reporting**

- Supervision, support and mentorship from Board Directors and Program Committee

**To Apply:** Candidates must be registered with Miziwe Biik Aboriginal Employment and Training, (416) 591-2310

- Please submit your covering letter and resume to: [info@SASociety.ca](mailto:info@SASociety.ca)
- Application Closing Date: January 2, 2020

***SAS is an equal-opportunity employer and committed to fair and accessible employment practices.***

***We thank applicants for their interest, however; only those advancing in the process will be contacted.***

***The position is contingent on receiving financial assistance from our funding partners.***

