

## PROGRAM OFFICER – JOB DESCRIPTION

Under the leadership of the Education Chair, the Program Officer assists in creating a demand and managing this demand, for CHO workshops to be given locally. The Program Officer works with Municipal Heritage Committees or Municipal contacts to solicit and book workshop dates. Coordinating the trainer/facilitators' schedule, working with local contacts to set up logistics for the workshops. The Program Officer is expected to develop and maintain good relationships within the MCH community, develop a knowledge of training needs and activities.

### Responsibilities

- Create and maintain a database of key contacts for municipalities and MHC
- Prepare and maintain a calendar of availability for workshop leaders
- Create flyers, email templates to market programs and workshops
- Create and maintain a basic fee and expenses schedule for giving workshops
- Contact and solicit for interest in workshops
- Coordinate with webmaster and communication chair to promote via website and social media
- Once confirmed, work with local contact to book venue, confirm audio visual needs, printed material, arrange transportation (as needed) etc.
- Post event follow up, course evaluation
- Position could evolve over time to include other responsibilities as required

### Qualifications

- Excellent planning, organizational and time management skills
- Ability to work independently with limited supervision
- Ability to work with volunteers and non-profit organizations, good interpersonal skills and collaboration skills
- Strong written and oral communication skills
- Computer literate (Office Suite Word, Excel, PowerPoint)
- Ability to prepare flyers, promotion material
- Ability to use social media (Facebook, Twitter) and other tools such as SurveyMonkey, MailChimp

Salary: \$20 per hour

Contract position for 10-20 hours per week. Likely to start at 10 hours/week and progress to 20.

Job location: Home based or Scarborough Archives

Send cover letter and resumé to:

Email: [rickschofield@communityheritageontario.ca](mailto:rickschofield@communityheritageontario.ca)

Mail to:

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