



Position Title: Program Assistant

Location: 5 - 96 Vine Avenue, Toronto, ON

Term: Full time from May 13, 2024 – July 12, 2024 (8 weeks)

Salary: \$21.55/hour, 35 hours/week

Application Deadline: May 1, 2024, 11:59pm

About Sistema Toronto

Sistema Toronto provides musical and intellectual opportunities to children in vulnerable communities, with the goal of transformative social action. We build stronger communities by enabling children and youth to grow, and thrive as engaged citizens and future leaders.

Sistema Toronto is first and foremost a social development program, using ensemble-based music education to transform the lives of young people in underserved school communities. Sistema Toronto students work together for 10 hours of weekly instruction. They learn strings (violin, viola, cello, or double bass), percussion, choir and Music & Movement while developing important life skills like problem solving, empathy, and self-advocacy.

Job Summary

Reporting to the Chief Executive Officer, the Program Assistant will support day-to-day administration including data entry, hr tasks, instrument inventory, music library catalogue, and daily operations. The Program Assistant will mainly gain experience working on curriculum and instruction, and operations, while also assisting with development and marketing as needed.

Duties and Responsibilities

- General office assistance including, but not limited to:
 - Support curriculum development projects
 - Music Library Catalogue data entry
 - Instrument inventory
 - Assist with maintaining accurate organisational calendars and ensuring information is disseminated to the appropriate staff
 - Event support including taking photos, assisting with set-up and teardown, and other logistics
- Attend classes, workshops and events as needed
- Other duties as required



Qualifications

- Between 15 and 30 years of age (inclusive) at the start of employment as per Canada Summer Jobs Program requirements.
- Empathy, understanding and diplomacy as it relates to working with members of diverse, underserved communities.
- Excels working as a part of a small team in a collaborative environment; able to work independently with minimal supervision
- Computer skills and experience in MS Office Suite, and Google web-based productivity Apps (Docs, Sheets, Slides).
- Familiarity with Adobe Creative Suite and database software would be considered an asset.
- Verbal and written communication skills.
- Organisation skills and acute attention to detail.
- Knowledge of music education is ideal, but not required
- Commitment to social justice.

Working Conditions

- 35 hours per week - 10:00am-5:00pm (exact working times are flexible)
- Hybrid, work from home and in the office
- Some evening and weekend work may be required
- Week of June 10 will require in person work 12:00 pm-7pm

Additional Information

This position is made possible by the Government of Canada's Summer Jobs program. All applicants must be:

- a) between 15 and 30 years of age (inclusive) at the start of employment;
- b) a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.



How to Apply

Please send your resume, a brief cover letter to info@sistema-toronto.ca on or before **May 1, 2024**.

Sistema Toronto is committed to building a culturally diverse teaching team and will prioritise applications from minorities, women, individuals with disabilities, and members of the 2SLGBTQIA+ community.

Because this position will include proximity to children, successful candidates will be asked to provide a current Vulnerable Sector Screening.