

The Firgrove Learning and Innovation Community Centre’s mandate is to use the various programs that we provide to encourage community engagement and growth and to rise above the stigma that surrounds the Jane-Finch community.

**Salary**: $11.40 per hour/30 hours per week

**Work Term:** June 29th, 2017, up to a maximum of 8 weeks

**Job description**

***Arts and Entertainment Program Assistant***

* Relevant degree or diploma in arts management or a related field is an asset
* Ability to multitask with accuracy and manage time within a fast-paced environment
* Strong professional communication skills - written and verbal
* Positive attitude
* Ability to organize, follow-up, plan, prioritize and problem-solve
* Ability to work as an effective member of a team
* Computer savvy and proficient with Microsoft Word and Excel, Adobe Acrobat Pro and Outlook
* Experience with web content management systems is a plus
* Commitment to and experience in arts administration
* Provide Assistant to the Summer Program including Scholarship and Back to school drive and support Arts and Entertainment Activities
* Work directly with children and youth in a holistic and caring environment
* Participate in weekly staff meetings in order to discuss program success, challenges, and room for improvement

**Other relevant skills**

|  |
| --- |
|  |

**Please note:**

These positions are funded through the HRSDC’s Canada Summer Jobs program. According to the program terms and agreements, eligibility for participating in this program is granted to candidates who

* are between 15 and 30 years of age (inclusive) at the start of employment
* were registered as a full-time student during the preceding academic year
* intend to return to school full time in the upcoming academic year
* are students in a secondary, post-secondary, CEGEP, vocational or technical program
* are Canadian Citizens, permanent residents, or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
* are legally entitled to work in Canada

Please forward your resume to FLICC:

104-5 Needle Firway, M3N 2B9, Toronto, Ontario

or

Email: firgrove.flicc@gmail.com