

## **PROGRAM DEVELOPMENT ASSISTANT (YOUNG CANADA WORKS)**

### **JOB DESCRIPTION**

The Program Development Assistant will research and develop effective education programs that respond to the needs of teachers, students, and community groups. This Young Canada Works project includes developing new educational programming for the museum, the redevelopment of existing programs, and creating virtual versions of educational programs. The Program Development Assistant will gain experience in researching the needs of museum program users, and best practice in other similarly-situated organizations.

Toronto's First Post Office is committed to improving the professional experience and knowledge of next-generation heritage workers. This is an excellent opportunity to gain experience in developing educational programming and materials, with substantial support and supervision. These are skills that will transfer to a career in education and heritage.

While the Program Development Assistant will be required to complete some training on-site, there is the possibility for this position to be remote for a portion of the project.

### **RESPONSIBILITIES INCLUDE**

- becoming familiar with Toronto's First Post Office collection, areas of research, and the communities it serves, and how these can be applied to the educational programs offered by the museum
- researching and developing a selection of educational programs to serve a range of school and community groups, based on the Ontario Curriculum and current museum users
- assembling a training manual and materials to be used by education staff going forward
- producing digital and hard copy materials to be supplied to teachers and group leaders, explaining the education programs at Toronto's First Post Office
- participating in networking and training opportunities while working at Toronto's First Post Office, such as staff and board meetings, and museum events

### **THE SUCCESSFUL CANDIDATE WILL**

- be a full-time university or college student who is currently enrolled in a degree or diploma program focused on history, education, or museum studies
- be proficient in Microsoft Office Suite and be familiar with Adobe Creative Suite
- have excellent written and oral communication skills
- work effectively both independently and collaborating with others

Toronto's First Post Office is committed to supporting a diverse environment and seeks candidates from underrepresented communities. LGBTQ2+, Indigenous, people of colour, people with a disability, and new Canadians are encouraged to apply.

### **ABOUT TORONTO'S FIRST POST OFFICE**

Toronto's First Post Office is an incorporated non-profit museum and National Historic Site, administered by the Town of York Historical Society, situated on its original site and within its

original walls. Toronto's First Post Office was built in 1833 and, as the only post office in Toronto, served the rapidly growing city until 1839. Today, it is the only remaining example of a British North American post office still in operation, the only interpretive centre for the original Town of York, and welcomes visitors from all over the world.

#### DURATION AND SALARY

June 21, 2020 - August 27, 2021

\$15 per hour, 35 hours per week

#### TO APPLY

Apply with a cover letter and C.V. by mail or email to the addresses below.

Your cover letter must describe your eligibility for the Young Canada Works program, and should also describe why your experience and interests make you well-suited to this position.

If applying by email, please enter the job title in the subject line, and attach your C.V. in PDF format only. Please do not attach your cover letter, but include it as the body of your email.

By mail:

Toronto's First Post Office

260 Adelaide St. East

Toronto, Ontario

M5A 1N1

By email:

[info@tos1stpo.com](mailto:info@tos1stpo.com)

Toronto's First Post Office will retain all applications for this role for 1 year from the application deadline and may reach out regarding future opportunities. We thank all applicants for their interest, but only those selected for an interview will be contacted.

APPLICATIONS DEADLINE: 5:00 pm on June 3, 2021.