



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Summer Program Coordinator

Job ID	FD-CD-2D-17-27-7E	
Web Address	https://careers.indigenous.link/viewjob?jobname=FD-CD-2D-17-27-7E	
Company	Canada's Ballet Jorgen	
Location	Toronto, Ontario	
Date Posted	From: 2019-05-22	To: 2019-06-21
Job	Type: Part-time	Category: Education
Job Start Date	June 24, 2019	
Job Salary	\$16/hour for 30 hours/week	
Languages	English	

Description

The Summer Program Coordinator provides administrative and logistical support for Canada's Ballet JÃ¶rger's Summer Dance Intensive Programs. These programs offer summer dance training for students from ages 9 to 20. There are five levels designed for different abilities, ranging from beginner to emerging artists seeking a professional career in dance. The primary objective of the Company's Summer Dance programs is to build knowledge and skill across age groups and geographies. The work provided by the Summer Program Coordinator will help ensure the Company can meet this objective.

Responsibilities include:

- â€¢ Administrative work on program registration;
- â€¢ Supporting student orientation and check in;
- â€¢ Answering questions and providing assistance for students and parents;
- â€¢ Chaperoning duties on site at company studios;
- â€¢ Assisting with binder preparation for summer program dorm chaperones;
- â€¢ Entering data gathered from Summer Dance feedback forms;
- â€¢ Creating a summary of suggestions for summer dance 2020;
- â€¢ Putting together preliminary brochure paperwork with 2020 updates;
- â€¢ Assisting with studio preparation, set-up for showings;
- â€¢ Preparing class lists, checking class attendance;
- â€¢ Escorting students to appointments and activities as needed;
- â€¢ Assisting with research for future informational mailings;
- â€¢ Assisting with social media content generation;
- â€¢ Updating and monitoring daily schedules with respect to faculty & accompanists
- â€¢ Various other tasks as required.

Experience

- â€¢ This job is made possible through the Government of Canada's Summer Jobs Program.

Candidates must be between 15 and 30 years of age AND be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;

• Experience with Microsoft Office a must;

• Effective written and verbal communication skills a must;

• Knowledge of/background in dance/performing arts an asset;

Additional Skills

• Database (Raisers Edge) management experience an asset;

• WordPress experience an asset;

• An interest in performing arts administration or education as asset;

• Knowledge of/background in dance/performing arts an asset;

• French an asset.

Other

Employment Length: 9 Weeks Minimum

How to Apply

Email resume to education@balletjorgen.ca with "Summer Program Coordinator" in the subject

Application deadline is June 17. Only those selected for an interview will be contacted.