

JOB POSTING: PROGRAM ASSOCIATE

The [Metcalf Foundation](#) is one of Canada's leading private foundations. Our mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society. Our work is primarily focused on:

- [advancing strategies that enable economic dignity and prosperity for low-income people and communities in Toronto](#);
- [building transformative solutions that benefit people, climate, and biodiversity](#); and
- [supporting individuals, organizations, and field building in the performing arts](#).

We believe that change happens when we share hopeful visions of the future, work and learn collectively, and think broadly in pursuit of comprehensive solutions. Nonprofit leaders engage and mobilize communities on pressing social, cultural, and environmental issues, and are the heart of their organizations. Investing in nonprofit leadership and the capacity of those working on the front lines of social change is core to our work.

The issues we work on can be complex and interconnected. We partner with a range of philanthropic peers and sector leaders to collectively push into new spaces, building movement and momentum around emerging insights, ideas, and opportunities. We are a small but mighty team: we work closely together, pay keen attention to both strategy and detail, and love the work, issues, and people we engage with.

We are hiring a **Program Associate**, a new position at Metcalf. The main focus of the role will be to provide extensive support in the research, development, and delivery of our programs, initiatives, and communications efforts. They will also assist or lead in the project management of events and convenings, and provide support in building community and stakeholder relations. The Program Associate will report to Metcalf's Grants Manager and work closely with Metcalf's three program directors and other team members.

This role will be attractive to someone who is deeply interested in philanthropic and nonprofit work and the impact that work can have. Ideally, this person will have at least two years of relevant professional experience. They will be ambitious, enthusiastic, dependable, and thoughtful. They will demonstrate exceptional administrative, organizational, research, and coordination skills; strong verbal and written communications skills; sound judgement; confidentiality; excellent interpersonal skills; a desire to learn and grow; and the ability to take initiative and work independently.

The Program Associate will work from the Metcalf office in Toronto at 38 Madison Avenue. Some remote work will also be permitted, but employees must reside in Ontario full-time. This is a full-time, permanent position, with a salary range of \$60,000 to \$70,000 plus health and other benefits.

RESPONSIBILITIES

Programs and Grantmaking

- Provide extensive support with the development and delivery of Metcalf's programs and activities
- Support the grantmaking process: liaise with Metcalf applicants and grantees, review proposals, provide feedback to applicants, etc.
- Prepare written documents and provide administrative support

Convening and Community Relations

- Assist or lead the planning, coordination, execution, and facilitation (if applicable) of convenings and events (both in person and online) including meetings, retreats, symposiums, workshops, report launches, forums, speaker events, and webinars
- Support grantee and community engagement, and build relationships with stakeholders
- Represent Metcalf at a variety of external collaborations, meetings, and working groups where appropriate

Communications, Research, and Policy

- Prepare written materials for inclusion in Metcalf publications and on our website including newsletter stories and other content
- Prepare internal and external presentations for meetings, convenings, and webinars
- Assist with website updates and social media posts
- Assist with the research and development of new and existing funding initiatives
- Research public policies and promising models related to Metcalf's focus areas

Learning and Evaluation

- Assist with the ongoing evaluation and assessment of program design and effectiveness, and provide support with changes to program strategy or design
- Gather individual program learnings and work to strengthen the connections between Metcalf's programs
- Keep abreast of new and innovative approaches that could enhance Metcalf's impact

QUALIFICATIONS

- At least two years of work experience related to one or more of Metcalf's three program areas or overall mission
- Post-secondary education; a related Master's degree (e.g. urban planning, public policy, community development, arts management, environmental studies, systems thinking, etc.) is considered an asset
- Knowledge of the sectoral issues in Metcalf's program areas is an asset
- Critical thinking skills and attention to detail
- Strong verbal and written communication skills
- Excellent project management skills and experience

- Exceptional administration, organizational, and coordination skills
- Strong time management skills, with the ability to plan, take initiative, problem solve, and work independently
- Excellent interpersonal skills; a team player with a positive approach who is ready to pitch in
- Ability to adapt and be flexible to changing circumstances
- Strong research skills and experience
- Proficient in Microsoft Office (Mac) functions (Word, Excel, PowerPoint), SharePoint/OneDrive, Eventbrite, Mailchimp, Zoom; a familiarity with WordPress, Canva, and other online tools, as well as some experience with social media tools and good design skills is an asset

APPLICATION PROCESS

Qualified applicants are invited to submit the following:

1. A cover letter, no longer than two pages, that includes a response to these two questions:
 - a) Explain why you are interested in working with Metcalf and how your work experience, key skills, and competencies would be an asset to the position.
 - b) Highlight two learnings from your past work experiences that would inform your approach to this role and/or contribute to your understanding of our program areas.
2. Your resume.

Please send your cover letter and resume in one PDF file to: info@metcalffoundation.com with the subject line “Program Associate Search.”

We anticipate first interviews will take place the week of July 22 and second interviews the week of August 12 with the expectation that our new colleague would join our team in early September. Only those candidates selected for an interview will be contacted.

Metcalf is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. We encourage Black, Indigenous, and racialized candidates, and persons with disabilities to apply. If contacted in relation to an employment opportunity, please advise Metcalf of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

APPLICATION DEADLINE

Tuesday, July 16, 2024, 2:00 PM ET