

## Out There Assistant, Out There Creative Therapy

Out There Creative Therapy is a non-profit focused on the participant in and creation of art, music, and film as a way for youth experiencing mental illness, to create wellness and joy. Our unique programs are developed by youth and lived experience for youth with lived experience. <http://otctherapy.ca/>

Job ID: ST07JS (AD)  
Job Posted: April 2, 2019  
Job Closes: May 5, 2019

This unique position will appeal to someone who has a home office and has a few hours a day or a few hours each week to share their knowledge and expertise with a small growing not-for-profit organization. Preference will be given to individuals between the ages of 18-30, as this is possible via a Trillium Youth Opportunities Fund Grant.

If interested in this opportunity, please send a letter telling us a bit about yourself and why you think you are the right fit, your resume, and remuneration expectations to [creative@otctherapy.ca](mailto:creative@otctherapy.ca). Only those under consideration will be contacted. This opportunity will remain open until a candidate is selected.

Commitment: approx. 20-30 hours/month will vary, may include occasional evenings and weekends

Start date: As soon as possible

Required: Satisfactory vulnerable sector police check (original document), drivers license and insurance

Role includes, but not limited to:

### Data Management Support

- Capturing, recording and synthesizing all data collected from Out There programs and events in compliance with reporting set out by the Trillium Foundation and any other funders
  - The OTA will be trained in the work by the Sharing Stories Coach, The Students Commission Canada, Centre of Excellence for Youth Engagement

### Program/Event Organization and Support

- Coordinating all scheduling and communication between staff and participants for all Out There programs and events. This includes but is not limited to email, electronic calendar, communication coordination with team members and phone calls, so all staff are aware of schedules and coordination for all programs and events .
- Registering program participants
- Planning and coordinating arrangements for events in conjunction with the Artistic Director, including volunteers, catering, booking of venue
- Assisting in online research for online purchase of program and event items e.g. props and costumes, equipment
- Placing courtesy calls to existing program participants and volunteers to nurture connections

### Social Media Support

Postings between 6 and 10 messages (posts) per week on Out There social media platforms including Twitter, Facebook, Instagram and others as required. These posts will be in support of Out There programs and events and will include dates and times of programs and events and will include dates and times of programs and events, picture of these, retweeting of partner organization information, and other posts in keeping with the organization's protocol.

### Public Relation Support

Responding in a courteous and professional manner to all electronic or in personal public and participant inquiries that are received by Out There, and forwarding to members of staff those inquiries as needed or appropriate.

### Bookkeeping Support

Sorting, verifying and coding invoices and receipts with general ledger account number, project and funder, and submitting to bookkeeper

Reconciling petty cash, expense reports, credit card statements, and submitting to bookkeeper

Collecting, ensuring accuracy and submitting employee time sheets to bookkeeper

### Other

Organizing Artistic Director's time commitments and providing reminders

Establishing and maintaining effective computer and paper filing systems for easy locations of documents

Creating and maintaining lists, such as contacts

creating and maintaining program participants and volunteer databases, including enrolments and withdrawals

proofreading

organizing and booking staff and volunteer accommodation