Program stream: Young Canada Works at Building Careers in Heritage (Canadian Internships)

Job Title: Internship - Workshops Development and Coordination

Organization name: Heritage Ottawa

Job location: Ottawa, Ontario

Length of assignment: 2023-06-05 to 2023-11-30

Hourly wage: $20.00

Who we are and what we do?

Heritage Ottawa is an award-winning volunteer-driven not for profit and registered charity. For over 50 years, it has championed the protection and stewardship of Ottawa's built heritage and cultural places, celebrating their value and enriching our shared environment. Through advocacy and awareness-building activities and programs, we promote sustainable development and public engagement and investment in the protection and enhancement of our city's heritage for the benefit of present and future generations.

What does the job entail?

Heritage Ottawa is seeking to hire an Intern to assist a working group of volunteer professionals to develop and coordinate the delivery of an exciting new programming and revenue-generating stream: Heritage/older home maintenance/restoration workshops for the general public.

Under the guidance and direction of a designated member of the Heritage Ottawa Workshops Working Group, the Intern will:

* Research, develop and coordinate the delivery of an introductory workshop aimed at homeowners or prospective homeowners looking for guidance on how best to approach the cost-effective maintenance or renovation of their heritage home and landscape setting using recognized best practices in heritage conservation.
* Research and propose a series of in-depth more elaborate sessions/workshops for future implementation, for homeowners or prospective homeowners looking for guidance on how best to approach the cost-effective maintenance or renovation of their house and landscape setting using recognized best practices. The inspiration for such a series is based on the remarkable success of the Heritage Montreal workshops *L’ABC de la rénovation*. See: [Héritage Montreal - Home Renovation Lessons (heritagemontreal.org)](https://www.heritagemontreal.org/en/activite/home-renovation-lessons-2022-23/).

Specific duties and Responsibilities include:

* Project Management
  + Collaborate with the project supervisor and the Workshops Working Group to refine the project deliverables and implementation milestones.
  + Report to the supervisor and Workshops Working Group both in-person and in writing.
  + Participate in regular meetings with the Workshops Working Group.
  + Participate in the evaluation of the introductory workshop.
* Research
  + Research similar offerings by other organizations across Canada.
  + Refine topics to be covered by the workshops based on that research.
  + Identify and recommend possible partners, sponsors, subject matter experts to deliver content.
  + Identify and recommend delivery options.
  + Identify and recommend potential venues.
  + Identify and recommend means of promoting the workshops/future sessions.
  + Propose workshops/sessions costs for participants.
  + Recommend honorariums/fees for the subject matter experts that deliver the content.
  + Collate estimated costs and revenues to assemble budget projections for both workshop initiatives.
* Implementation
  + Contact delivery venues, partners, subject matter experts, etc. at the direction of the supervisor.
  + Coordinate the delivery of the introductory workshop in November 2023.
  + Conduct follow-up survey of participants and debrief with the Workshops Working Group.
* Undertake other duties as directed by the Supervisor.

What education, experience and skill set are we looking for?

Mature, responsible, and reliable self-starter able to work both independently and as part of a team.

Demonstrated organizational skills, successful project management delivery appropriate to early career development.

Post-graduate education that touches upon the historic built environment and landscapes.

Demonstrated strong oral and written communication skills.

Knowledge of built heritage assets maintenance challenges desirable.

Experience with Microsoft Word, Excel and PowerPoint.

English essential, French desirable.

What does this internship offer you?

A competitive salary and six months of hands-on rewarding work with an award-winning heritage organization.

The opportunity to network and build contacts in Ottawa and across the country.

Skills that will be refined include communications, project management, budget management, event management, marketing, working independently and in a team.

Mentoring by seasoned volunteer professionals on the Workshops Working group and Board of Directors.

Exposure to how Heritage Ottawa conducts its advocacy and work.

Performance evaluation and work references.

Job-search support during and after internship.

Place of work

A combination of in-person work at Heritage Ottawa’s downtown office and remote work is possible.

How to apply

Going ahead with this project is conditional on receiving YCW financial support. We expect to hear back from YCW at the end of March. In the meantime, if you are interested, let us know by writing at [**info@heritageottawa.org**](mailto:info@heritageottawa.org)

Once YCW support is confirmed, interested candidates must:

* Confirm in writing when applying that they meet all the general eligibility criteria for YCW Canadian Internships.
* Forward their resumé and a covering letter that outlines with examples how they meet the education, experience and skills sought for the position.
* Identify two people willing to provide a work reference.

Submit documents to [**info@heritageottawa.org**](mailto:info@heritageottawa.org) by 4 pm May 12th, 2023.

Selection process

Heritage Ottawa is committed to upholding the values of equity, diversity, and inclusion as well as a transparent selection and interview process.

Only shortlisted candidates will be contacted by May 19th and invited to an interview between May 23-26th that may include a written assignment and/or presentation.

About the City of Ottawa

The City of Ottawa is the nation’s capital. Information about the City can be visfound at:

[Statistics and demographics | City of Ottawa](https://ottawa.ca/en/living-ottawa/statistics-and-demographics)

<https://ncc-ccn.gc.ca/places-to-visit>

<https://ottawatourism.ca/en/event-calendar>

<https://www.todocanada.ca/whats-week-ottawa/>

<https://apt613.ca/category/sight-sound/>