



LOUISE FOX – HERITAGE OTTAWA MANAGEMENT INTERNSHIP

MANAGER INTERN JOB DESCRIPTION

Reporting to the President of Heritage Ottawa (HO) and under the guidance and/or supervision of the members of the HO Executive Committee and the Directors of the HO Board, as dictated by the specific duties or assignments, the HO Manager Intern will be employed by HO and will be given the opportunity to participate in most of the operations of HO. The areas of involvement in the work of HO include, but are not limited to, administration, strategic and event planning, communications (traditional and new media), publications, research, fund raising, membership growth, advocacy and community outreach.

This is not a traditional “executive” position but rather a “hands-on” management internship term position that is intended to provide an excellent base for the incumbent to build meaningful professional contacts, obtain broad heritage-related work experience and a chance to demonstrate professional knowledge and management/administrative capacities that will improve their ability to obtain a professional career opportunity in heritage conservation.

While this is a paid employee position, its level of remuneration reflects that it is a privately funded, term learning position within a fully volunteer-based charitable non-profit heritage organization.

The Manager Intern position is not intended to replace the volunteer nature of HO but to support and enhance the work of the many HO volunteers. The nature of the Manager Intern position may evolve over the course of the internship.

Terms of Employment: This position is for a one-year (12 month) term of employment with HO, subject to a review after three (3) months. At the discretion of the HO Board of Directors, the term of employment may be extended beyond 12 consecutive months and the incumbent could be hired for a second term.

The Manager Intern’s pay will be subject to the standard deductions regarding income tax, EI, CPP and WC.

The position is for four (4) days a week with some flexibility to accommodate meetings and other commitments. Salary and compensation will be negotiated, within certain parameters.

Employment Flexibility: The configuration of a given work week will be designed to meet the requirements of HO but will take into consideration the personal constraints and needs of the employee. Periodic paid attendance at evening HO Board meetings and other evening meetings is required.

Employment Eligibility: The Manager Intern must be legally able to be employed in Canada.

Vacation and Sick Leave Allowances/Notice: The Manager will receive two (2) weeks vacation leave (8 days); and five (5) days sick leave per year. Two (2) weeks notice for requested vacation days is required, unless this requirement is waived by the employer on a case by case basis.

The legally required allowance for vacation pay will be provided.

Other Benefits: Attendance at certain specific conferences and at professional training opportunities will be supported by HO, on salaried time.

Location Requirements: The Manager Intern must reside in the National Capital Region or in the surrounding area and be willing to relocate to such a residence at their own expense.

Academic Requirements: The Manager Intern must have post-secondary education specializing in one or more of Heritage Conservation, Architectural and Art History, Urban Planning or a similar discipline but having substantial exposure to and interest in built heritage conservation. Although not essential, an understanding of the *Ontario Heritage Act* is important. Appropriate academic training from any recognized post-secondary institution is acceptable. The Manager Intern should be a recent graduate or an emerging professional who intends to pursue a career in built heritage conservation.

Language Requirements: Expert proficiency in oral and written English is essential. Ability to function in oral and written French is desirable. Strong written and oral communication skills are essential.

Skills and Abilities: It is important for the Manager Intern to have excellent attention to detail and time management skills, as well as the ability to work on several projects simultaneously. The Manager Intern needs to be a creative thinker with excellent problem solving skills, sound judgment and good analytical abilities. The ability for the Manager Intern to work independently and as part of a team is essential.

Computer Skills: Strong computer skills and familiarity with a number of computer programs including Microsoft Office, Excel, Word and Outlook is essential. Familiarity with social media (including Facebook and Twitter) is important. The Manager Intern will be trained to assist the HO Website coordinator with certain tasks.

Signing Authority: The Manager Intern position has no signing authority.

HO Office Access: An office key or building key to facilitate entry and after-hours access to the HO office will be provided to the Manager Intern.

References: Two references will be requested.

Termination of Employment: Termination of employment with cause on legal notice will apply. The employee is requested to provide two (2) weeks' notice of his/her desired termination of service.

An exit interview at the end of the work term for the benefit of both the employee and the HO employers will be undertaken to evaluate the success of the Manager Intern position.

Specific Duties of the Heritage Ottawa Manager Intern Position:

At HO, under the overall supervision of the President of HO, the HO Manager will be responsible for, but not restricted to, the following specific duties including:

- With the overall supervisor, develop a Work Plan to establish work priorities and task scheduling for the position, including specific assignments, for approval by the Executive Committee;
- Undertake special project research on Ottawa's rural and village built heritage, with a view to assisting HO to better understand the challenges and opportunities for education and advocacy in Ottawa's rural and village areas. This project may take as much as 25 to 30% of the intern's time, and result in an in-depth strategy plan for

HO to build relationships engage communities, and help the greater Ottawa area conserve its built heritage in the face of our changing landscape. If such a strategy plan is created, the Manager Intern could be encouraged to present this original research in a professional context, such as a conference, publication, or public event.

- Undertake research on sources of funding and funding strategies;
- Assist with the research and preparation of grant applications;
- Assist with HO advocacy issues and prepare monthly advocacy reports for HO website and social media;
- Assist with the coordination and organization of special events such as the Heritage Forum, the HO Annual General Meeting, the Walking Tours and Lecture Series;
- Assist with the distribution of the HO Newsletter and maintain the inventory of other HO publication sales;
- Assist the V-P Communications in maintaining a Media Monitoring system of HO media coverage (print, broadcast, online);
- Keep track of all media requests that come into the office;
- Advise Director of Membership of any new memberships or member renewals that come into the office;
- Attend HO Board meetings, HO Board committee meetings and City of Ottawa or community meetings dealing with heritage matters of interest to HO;
- As delegated by and under the supervision of the HO Secretary, act as the “recording secretary” at HO Board meetings and related HO meetings. This duty is intended to provide a way for the incumbent to rapidly become familiar with the past, current and future issues dealt with by HO and to get to know all HO Board members;
- When requested, represent HO at selected heritage conferences and training sessions;
- Undertake specific HO office duties and administrative duties, alone or with HO volunteers (other HO office and administrative duties will remain with the existing HO volunteers);
- Undertake other HO special assignments and other duties as they arise during the course of the term of employment.

Administrative and Travel Costs: There will be compensation for agreed to expenses while on official HO business. All such costs incurred while undertaking these duties must be pre-approved by the HO Executive Committee. Approved expenses will be reimbursed by the HO Treasurer.

Confidentiality: All HO information to which the Manager Intern has access to is to be considered as confidential. No information is to be used or released by the Manager Intern other than in the regular performance of their duties, without the prior approval of the HO Board of Directors.

Heritage Ottawa Code of Conduct: The Manager Intern will be required to understand and abide by the tenets of the HO Code of Conduct.