



Board Coordinator Job Opportunity

Location: Toronto (Hybrid - Remote and On-Site for Board meetings and other engagements as needed)

Terms: 1-year term contract, Part-Time (up to 10 hrs/wk, average 30 hrs/month). Evening availability is a must.

Wage: \$40.00 / hour

Application deadline: August 7, 2026

Who We Are

The Community and Cultural Spaces Trust (CCST) is a new trust dedicated to the long-term preservation of affordable space and land for arts, culture and community activities in Ward 9 (Davenport), Toronto. Building on the successes of the community land trust movement and other community ownership models, our goal is to mitigate the current displacement of arts and community organizations from Davenport, and from Toronto more broadly.

We will achieve this by sustaining affordable multi-use spaces where community, cultural and arts organizations can thrive. We apply an assets-based and equity focused lens to our work. This means we seek to balance both protecting the existing institutions and resources that are valued by our community and creating new space and opportunity for under-represented groups. We hope to prioritize the preservation of spaces that are already working well for the community. Our efforts will be driven by the awareness that organizations led by communities facing multiple forms of marginalization are at the greatest risk of displacement.

The Matador, the Rehearsal Factory, the Bloor Collegiate Auditorium and the St. Anne's Parish Hall are just a few examples of important community and cultural spaces that have been lost to redevelopment in recent years. These spaces served as sites of artistic creation and social support. In many ways they served as community living rooms. These are the kinds of spaces that CCST hopes to preserve- they are vitally important to a liveable city and a connected community.

CCST relies on a **working board** to fulfill the organization's strategic plans and operate our properties.

What We Are Looking For

The CCST coordinator will play a critical role in helping maximize the efficiency and functioning of the Board of Directors and Committees by providing strategic coordination to its members. This role will be critical in ensuring the Board and Working Groups are able to achieve their priorities. The role will have a bird's eye view on all working groups, meetings, and communications relating to the Board and will be responsible for ensuring that opportunities for coordination and coherence within the Board's responsibilities are not overlooked. They must be diplomatic, service and results oriented, with an eye for detail, with excellent writing and communication skills and a demonstrated capacity to effectively organize and prioritize workflow.

The Board Coordinator will also provide project management support to all working groups and committees by maintaining a comprehensive project and action-item list, manage deadlines and ensure the Board stays on track.

Key Responsibilities

Board Coordination

- Management of Board calendar of meetings, meeting minutes, and other documentation necessary for board function, owning the full scope of administrative activities
- Provide logistical, administrative, and accountability support to Working Groups, including agenda setting with Board Leads and action item follow-up
- Drives coordination of all Board and Working Group activities and events to ensure clarity, alignment and smooth execution

Project & Workflow Management

- Development and coordination of Board, Advisory Committee and Working Group Meetings (3-6 meetings per month) , including logistics for board members, ensuring roles of individual members are clear and goals and deadlines are met.
- Maintain cohesion between Working Groups and the Board's annual priorities, identifying overlapping workstreams and integrating them into shared workflows.
- Ensure Working Group documents are organised and archived on Google Drive.
- Coordination of Board meeting logistics and related events, circulating the agenda, minute taking and ensuring timely organization of venues, booking catering, travel & accommodation, AV requirements, supplies & provisions.
- Develop and maintain a comprehensive CCST project management tracking sheet.

Communication

- Manage the Board's inbox, flagging critical topics and communications to the appropriate Working Group Chair or the President.

Key Qualifications

- Experience working with a Board of Directors' for a nonprofit or cultural organization, or similar related experience
- Experience coordinating priorities of diverse stakeholders into coherent workstreams
- Excellent written and verbal communication skills
- Experience facilitating effective meetings
- Demonstrated experience with managing projects from start to finish
- Basic familiarity with digital tools (email, spreadsheets, website, video conferencing)

Additional Qualifications

- Experience working with people of diverse socio-economic, cultural backgrounds, work styles.
- Strong attention to detail, and ability to work independently
- Commitment to completing work in a timely manner on a predictable part-time basis.
- Passion for community-led development, land justice, or culture & arts
- Understanding of the Community Land Trust model

Contract Arrangements and Compensation

- The CCST Board Coordinator will provide independent contract services to the CCST Board of Directors.
- The position is part-time, with a minimum requirement of 30 hours per month on a schedule to be set in advance with the Board with flexibility to perform additional pre-approved hours.
- The Coordinator's compensation is based on an hourly rate of \$40.00 / hour.
- The Coordinator agrees to invoice the CCST monthly.
- The Coordinator will provide all facilities to perform the required services such as an office, technological and telecommunications equipment, internet connections, transportation, and support services.
- Office supplies, travel and Board-related meeting expenses will be reimbursed subject to pre-approval.

Application

Please submit a resume and short statement of interest (written, or video) that includes:

- Why you are interested in the role at CCST
- Any relevant experience, including lived experience or community involvement
- Your availability and preferred schedule

Not sure if you check every requirement? That's ok! We are still interested in hearing from you. We'd love to learn more about how your unique experience might make you a great addition to the CCST.

CCST is committed to accessible recruitment practices. If you require accommodation at any point during the application process, please let us know.

Submit applications or inquiries to: paulina@communityland.ca by August 7, 2026.

We strongly encourage interested candidates to apply before the posted deadline. If we identify a strong candidate during the review process, we may close the application period early.