



FOLD KIDS COORDINATOR - THE FOLD FOUNDATION

The FOLD Foundation, a charitable organization based in Brampton, Ontario, is hiring for the full-time position of **FOLD KIDS COORDINATOR**.

Reporting to the Artistic Director for the FOLD Foundation, the FOLD Kids Coordinator will coordinate and oversee the programming, planning and execution of the annual FOLD Kids Bookfest and support the promotion, development and execution of programming for readers and writers under eighteen and year-round.

Deadline: Tuesday, May 12

RESPONSIBILITIES

- Soliciting authors for the FOLD Kids Bookfest, as directed
- Leading and coordinating FOLD Kids Planning Team Meetings
- Reflecting and promoting FOLD mission and values
- Outreach and relationship building with community organizations and educators
- Creating and updating online scheduling systems for the FOLD Kids Bookfest schedule and for the FOLD
- Updating tracking reports
- Social media oversight and execution for FOLD Kids platforms
- Managing web content for FOLD Kids portions of the FOLD website
- Overseeing and executing online events
- Budget development and tracking for FOLD Kids Bookfest
- Creating and overseeing onsite activities for FOLD Kids Bookfest (held in October)
- Creating and overseeing youth activities for FOLD (held in May)
- Writing a detailed Festival Post Mortem report in October and May
- Leading monthly FOLD Kids Bookfest planning meetings
- Attending weekly in-person FOLD Team Meetings and monthly Planning Meetings in Brampton
- Ability to work from home 3-4 days a week with 1-2 work days on-site in Brampton for most of the year (event season may increase on-site requirements)
- Providing support to FOLD Artistic Director in administrative duties, as directed

QUALIFICATIONS

- 2-3 years experience working in education, publishing, arts administration and/or Public Programming involving children sixteen and under is an asset
- Training and/or demonstrated expertise in event management/planning
- Interest in children's literature
- Strong interpersonal skills
- Mature personal judgment, exhibiting a high level of professionalism and diplomacy
- Ability to handle vulnerable populations with excellence and empathy
- Strong interpersonal strengths on phone and in-person
- Ability to prioritize tasks in a deadline-oriented, fast-paced environment
- Ability to work independently
- Ability to speak a second language would be considered an asset
- Lived experience as a member of marginalized community is considered an asset. This includes BIPOC, Disabled, non-binary and Queer applicants as well as applicants from marginalized faith-based communities

SALARY

\$45,000/year

ACCESSIBILITY

This role involves working remotely most of the year. In-person meetings generally take place once per week in wheelchair accessible spaces and all events and meetings are held in wheelchair accessible spaces. Disabled applicants using mobility devices who meet the qualifications are strongly encouraged to apply.

Applications should be sent to the Festival Director at director@thefoldcanada.org. Please use the subject heading: APPLICATION: FOLD KIDS COORDINATOR.

ABOUT THE FOLD FOUNDATION

By providing unique opportunities that center underrepresented storytellers – emerging and established – the FOLD Foundation has transformed Canada’s literary scene and continues to have an impact on programming around the world by providing a place where authors from marginalized communities speak as experts not only in the identities that impact their everyday lives, but as experts in the craft of writing.

Through social media, online activities, and in-person events hosted in one of Canada’s largest and most under-served communities, the FOLD continues to elevate incredible voices and challenge the systems that limit opportunities for underrepresented storytellers.

For more information: www.thefoldcanada.org