



## **JOB POSTING: PROGRAM ADMINISTRATOR (Parental Leave Coverage – 18 months)**

ORKIDSTRA | FEBRUARY 2026

### **Short Description**

**The Program Administrator (PA)** plays a central role in ensuring the smooth operation of OrKidstra's after-school program, supporting children, families, and staff across all program hubs. Reporting to the Artistic Managing Director and collaborating closely with the Program Team, the PA oversees logistics, communications, and social development initiatives.

This full-time parental leave coverage position is an exciting opportunity for a highly organized, compassionate, and proactive professional to step into a leadership role that directly impacts students' growth and experiences. Our ideal candidate should have a background in children's programming and a high comfort level engaging with students and families. There is a strong possibility of a permanent role at the conclusion of the 18-month contract for the right candidate.

Reliable access to a vehicle is required for this position.

### **Candidate Profile & Core Qualifications**

We are seeking a values-driven, collaborative, and adaptable professional who embodies OrKidstra's core values of **Love, Courage, Excellence & Belonging**. The ideal candidate is skilled at juggling multiple priorities and maintaining strong relationships with students, families, and staff. We strongly encourage applicants who reflect the diversity of the communities we serve to apply.

- Demonstrated success working with children and families from diverse backgrounds
- Experience developing, organizing and delivering children's programming in an educational or recreational setting
- Strong ability to oversee logistics and anticipate how decisions ripple across program operations
- Flexible, adaptive, and able to pivot quickly in a dynamic environment
- Excellent interpersonal and written communication skills
- Skilled at seeing how multiple program components interact and responding strategically and swiftly when issues arise
- Proven experience within arts, education, or youth-serving organizations
- Collaborative, warm, and approachable interpersonal style that fosters mentorship and teamwork
- Highly developed organizational, planning, and problem-solving skills with keen attention to detail
- Comfortable learning and navigating program software and databases
- Lived experience in the arts, with some personal background in music, is a significant asset

This role offers a unique opportunity to support an award-winning, innovative and values-driven music education program that transforms lives, nurtures artistic excellence, and strengthens community bonds.

### **Work Type**

This role is primarily based in the **National Capital Region**, with local travel between program hubs and occasional community events required. Office space is provided at OrKidstra's headquarters at 211 Bronson Ave.

## Working Environment

The successful candidate will be based in the National Capital Region. Work is typically scheduled **Monday-Thursday 11-7, Friday 9-5**, with flexibility after hours required for concerts, events, and community engagements. Reliable transportation within Ottawa is essential.

## About OrKidstra

OrKidstra is a registered charity that provides a social development program through music for children from equity-deserving communities in Ottawa. In its 19<sup>th</sup> season, OrKidstra serves over 800 children and youth from more than 62 cultural and linguistic backgrounds through our in-school and after-school programs. OrKidstra's mission is to empower kids and build community through the universal language of music. We provide children from low-income families with free group and individual music lessons and opportunities to learn important life skills such as respect, compassion, teamwork, and responsibility through playing and singing together. Learn more at [orkidstra.ca](http://orkidstra.ca).

## Job Description At-a-Glance

Reporting to the Artistic Managing Director, the Program Administrator (PA) leads the administration and operational coordination of OrKidstra's after-school program. This hands-on role requires being present and engaged across all aspects of the program and developing strong relationships with students, families, and staff. The PA knows the children and their families, understands how different parts of the program interact, and ensures smooth day-to-day operations.

The PA supports students' social and artistic development, coordinates with volunteers, and helps create an environment where everyone in the program can thrive.

## Key Responsibilities

### Culture & Philosophy:

- Actively engage in, and demonstrate:
  - OrKidstra's core values of **Love, Courage, Excellence, and Belonging**.
  - Creation of a welcoming, inclusive, and supportive environment for students, families, volunteers, and staff, with a focus on being present and responsive to the needs of the program
  - Collaboration and shared decision-making with the entire OrKidstra team to support organizational and strategic goals

### Program Administration & Oversight:

- Serve as the primary point of contact for families and students
- Ensure smooth coordination across all program hubs, anticipating and addressing operational challenges
- Oversee day-to-day program logistics, including schedules, room assignments, attendance tracking, and database management
- Oversee incoming student applications, registration and class placements, annual re-registration for existing students, and tuition communications
- In collaboration with the Program Team, contribute to the design and implementation of ongoing projects such as summer camp planning, schedule design, and database improvements
- Coordinate annual program evaluation and support social development initiatives
- Connect with schools and community partners for student recruitment and program awareness
- Book and manage rental spaces for classes, camps, and special events, and review associated invoices

### Special Events & Programming:

- Plan and prepare for major concerts, community events, and other program milestones
- Collaborate with staff to prepare students for performances, media opportunities and public presentations
- Collect content (photos, videos, testimonials) to support OrKidstra's communications

## Compensation

OrKidstra offers a competitive compensation and benefits program, including health, dental and wellness benefits, a flexible workplace, and the opportunity to join a dedicated team that truly believes in the power of music to build community and transform children's lives. This position invites you to bring your passion and values to an award-winning organization that transforms lives by empowering kids and fostering community through music and offers a clear path for growth and future advancement.

**Annual starting salary range:** \$55-\$60K, commensurate with experience and qualifications.

## Applications

Please submit a cover letter and resume care of [chantalle@lefriendingconsulting.com](mailto:chantalle@lefriendingconsulting.com) telling us why you are a great candidate for this maternity coverage position. Applications will be reviewed on a rolling basis until the position is filled; **early applications are encouraged.**

This position requires enhanced police clearance, reference checks, and aptitude screening.

We thank all applicants for their interest and application; however, only those selected for an interview will be contacted. The ideal starting date for this position is late Spring 2026.

## Equity

*OrKidstra is an equal opportunities employer committed to diversity and inclusion. We enthusiastically encourage applications from Indigenous Peoples, newcomers to Canada, IBPOC, persons with disabilities, 2SLGBTQ+ individuals, and members of racialized and marginalized groups. We believe our community is stronger when it benefits from the understanding and wisdom of people who have lived experiences with the communities we serve. OrKidstra is a place of belonging.*