

Job Posting

Organization: St James Community Corner	Department: Core
Program/Project: Community Engagement & Development/ Share/Reuse Hub	Position Title: Coordinator, Engagement and Outreach
Location and Hours of Work: (SJTCC) sites and offsite 35 hours per week (available from 8:30am to 8:00pm and some weekends required)	Position Type: Full Time, Contract (Until March 31, 2020)
Expected Start date: ASAP	

Program/Project Description:

The Share/Reuse Hub creates opportunities for residents to develop skills, access thousands of tools for renovations and DIY projects. The program supports the City of Toronto's priority to repair and reuse items, thereby minimizing waste and contributing to a greener community. The Share/Reuse Hub also supports local priorities in creating local income generating opportunities through skill development, community connections, and access to training.

The Community Engagement and Development Program facilitates the social, economic and civic integration of community members through innovative opportunities, provides capacity building and advocacy support, conduct outreach efforts to generate meaningful engagement to enhance awareness about programs and services and strengthen stakeholder relations and communications.

Position Summary:

The Coordinator, Engagement and Outreach is responsible for engaging with clients and funders, and ensuring the successful delivery of program initiatives. The Coordinator, Community Engagement and Outreach facilitates the social, economic and civic integration of community members through innovative opportunities, provides capacity building and advocacy support, conduct outreach efforts to generate meaningful engagement of target communities to enhance awareness about programs and services and strengthen stakeholder relations and communications. The Coordinator, Community Engagement and Outreach will also develop and implement strategic engagement plans to engage priority populations, including newcomers, and youth.

Main Tasks & Responsibilities:

- Lead the Program including day-to-day operations, work planning, budgeting, client/funder liaison, reporting and evaluation
- Make decisions by following rules, policies, guidelines and procedures; by independent judgement; by analyzing multiple information and interpreting and applying policies and agreements
- Provide assistance in the development and implementation of project goals and work plan, evaluation plan and budget to achieve agree-upon deliverables.
- Coordinate the delivery of program activities by providing advice, assistance, and training/guidance. Schedule staff, volunteer and placement student shifts and ensure appropriate coverage, address staff concerns and record as per (SJTCC)'s procedures. Promote a culture of meeting client & neighbourhood needs and teamwork by supporting staff in all aspects of their work
- Identify, evaluate and control risks to the program, develop solutions as appropriate. Identify emerging trends, issues, needs and direction
- Manage social enterprise and income generation aspect of the program; identifying opportunities and partnerships
- Provide guidance and oversight in the development and implementation of the Bicycle Repair Hub program
- Orientation and Training of staff and volunteers
- Participate in the evaluation and analysis of program metrics

Qualifications:

Education

- Undergraduate degree in social sciences, business administration, or a related field

Experience:

- Mechanical skills/repair experience is an asset and/or willingness train to obtain skills
- Five plus years of practical experience working with clients at various levels in the community social agency, community development work, outreach and stakeholder engagement

- Extensive experience understanding local community issues, priorities, gaps and needs including challenges facing newcomers to Canada
- Experience working in a fast-paced, client support environment; supervising volunteers and placement students in a client-focused environment
- Experience working with people of diverse socio-economic and cultural backgrounds from a strong anti-oppressive framework

Other:

- Good oral and written communication skills besides customer service skills are required

Working Conditions:

Hours of Work:

Successful candidate would be required to work regular hours for 35 hours per weeks, and flexible between 8:30AM to 8:00PM besides evening shifts and weekends as decided by program requirements.

Location:

This position will be located within any of (SJTCC)'s service locations based on community and program requirements. The locations (multiple) for this position may be added or moved to new addresses in the future according to the community and program requirements.

“St James Community Corner is committed to employment equity initiatives. We encourage residents of St James Town, and surrounding communities and members of ethno-racial, aboriginal, immigrant, francophone, refugee, LGBTQ+ and disabled community groups to apply and self-identify.”

How to apply:

To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources Department, at recruitment@tno-toronto.org by February 28th, 2019

[CLICK HERE TO APPLY](#)