

Internal Job Posting

Community Development Program Worker - Contract

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

We seek someone to join our Community Development team with a focus on engaging local communities in the Downtown West to strengthen belonging and civic partnerships in ways that reduce widening inequity. This role also contributes to West Neighbourhood House's work around community-based policy analysis and developing recommendations for public policy changes. **You must be available to work for 44 weeks.**

West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West NH programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

- Design and support community education that supports under engaged groups in the community to share perspectives around specific issues; e.g. workshops, community mapping, engagement and learning materials;
- Organise and facilitate fora that promote mutual learning, dialogue and collective problem-solving;
- Conduct outreach in creative and practical ways with a focus on reaching socially isolated members of our community;
- Collect, analyze, and report stories and data from diverse community members;
- Support community-based policy analysis by identifying emerging issues, issue tracking, documenting community input, and contributing insights to inform advocacy, government consultations, and/or organizational policy positions;
- Build positive working relationships with community partners, program participants, volunteers, staff, and partners, including representing West Neighbourhood House as appropriate with local families, community groups, networks, schools, and businesses;
- Provide individual and group supports as part of growing community leadership and civic participation;
- Maintain up-to-date knowledge of community resources, especially related to health, housing, and economic resources;
- Complete assigned tasks in a timely manner, including providing regular updates and reports;

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- Participate in West Neighbourhood House activities as required.

Qualifications:

- Experience supporting or contributing to public policy analysis and development through community-based research, issue tracking, and qualitative/quantitative data collection; knowledge of participatory action methods is an asset;
- Strong understanding of how to communicate and engage within and across different communities and cultures in diverse neighbourhoods, including being comfortable with public speaking, bringing people together to participate in a meeting, and outreach;
- Strong understanding of asset-based community development and organizing frameworks that effectively promote neighbours learning from each other's experiences and informing systems change;
- Understanding of policy decision-making at different levels of government, including experience with facilitating community input to help shape policy development (e.g., preparing community members to participate in deputations, submissions, or public comments); a strong network of key contacts across relevant City divisions is an asset;
- Solid experience facilitating community space and process is an asset, including a proven track record in outreach that successfully attracts groups from different communities;
- Extensive experience developing and strengthening collaboration with key local partners;
- Familiarity with issues and barriers that lower-income households may face;
- Some knowledge of community, professional, and government resources and supports available for lower-income households;
- Strong cross-cultural communication, interpersonal, and relationship-building skills in working with participants, volunteers, partner organizations, and the community at large;
- Commitment to noticing and speaking about oppression and discrimination of all types, including desire to reflect our anti-racism and LGBTQ+ positive values;
- Basic email and word processing software skills in a Windows environment, working knowledge of online meeting and social media platforms;
- Ability to work evenings regularly and weekends on an ad hoc basis;
- Ability to travel locally;
- Oral and written fluency of a second language relevant to the local community is an asset.

Status:	Contract for 44 weeks (CUPE Local 3393 Bargaining Unit Position)
Existing Vacancy:	Yes
Start Date:	ASAP
Hours:	35 hours per week
Rate:	\$27.34 per hour
Unit:	Community Relations & Community Development
Immediate Supervisor:	Manager, Capacity Building & Systemic Change
Posting Date:	June 19, 2026
Closing Date:	June 26, 2026

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Please send your resume and cover letter clearly indicating “Community Development Program Worker - Contract” by 5:00 pm on the closing date to:

Hiring Committee
248 Ossington Ave.
Toronto, ON
M6J 3A2
angelako@westnh.org

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