

Internal Job Posting

Community Development Program & Outreach Worker

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

Our values include equity, inclusion, respect, and empathy as well as making the best use of every resource, including the valuable knowledge that comes with lived experiences and welcoming diverse lenses from our communities. We foster and promote a workplace where all cultures, faiths, ethnicities, and individual differences are welcome. We strive for a rewarding, equitable work environment that values everyone's perspective and contribution.

We are seeking someone to join our Community Development with a focus on engaging local residents in welcoming new neighbours moving into a supportive housing development in Parkdale community. The position involves working with our project team to support sharing information, learning together about how to strengthen belonging for everyone, and organising other community-building activities.

You must be available to work between 10 and 25 hours a week from November 2023 through April 2024.

West Neighbourhood House is actively seeking 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:

- Actively work as part of a project team that organizes activities for residents to engage in dialogue and identify solutions to welcome new supportive housing development (e.g. help facilitate community meetings, presentations, focus groups, community, sharing community insights and information, scheduling/convening meetings, developing materials etc.)
- Deliver outreach and promotion activities to support the 150 Dunn Welcome Committee's Action Plan, including sharing materials online and in-person settings;

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- Support ways for community members to learn together about different perspectives around supportive housing, as well as identify other topics; (e.g. plan workshops, engage in community mapping, distribute campaign materials, etc.)
- Collect stories from community members about housing access; this includes engaging residents in ways aimed at transforming attitudes towards affordable/ supportive housing through emphasising connections to shared experiences, values, and issues;
- Contribute knowledge of Parkdale and local resources, including existing connections to community groups, spaces, partners, and networks;
- Build and maintain positive working relationships with staff, volunteers and project partners; including represent the project and West Neighbourhood House as appropriate with parents, community groups and networks, local schools, local businesses, and relevant service coordination and community development initiatives in Parkdale;
- Help provide individual, group supports, and referrals as part of growing community leadership as appropriate in different settings;
- Maintain up to date knowledge of community resources, especially related to health, housing, employment, education, and recreation;
- Administrative duties: program tracking, including accurate record keeping, timesheets, notetaking, program purchases, etc.;
- Communicate well and work effectively as a member of the Community Development team, and West Neighbourhood House;
- Participate in West Neighbourhood House activities as required;
- Take on tasks assigned in a timely manner; include provide regular updates and negotiate priorities to focus on as needed;
- Travel to and work in South Parkdale, including working remotely if needed.

Qualifications:

- Some understanding of potential barriers around housing access and integrating into a new neighbourhood as tenants in affordable housing;
- Familiarity with issues and barriers that affordable/supportive housing tenants may face;
- Strong experience and skills in communicating and engaging within and across different communities and other cultures in diverse neighbourhoods, including being comfortable public speaking, bringing people together to participate in meetings, group facilitation,
- Strong ability to plan, develop, and conduct outreach;
- Ideas about how neighbours in Parkdale can learn from each other's experiences around housing, wellbeing, and belonging, to strengthen a vibrant and diverse community identity;
- Previous knowledge of and experience in community spaces is an asset, including creative approaches to do outreach to attract groups of different communities
- Knowledge of relevant community, professional, and government resources and supports available for lower-income households

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- Strong cross-cultural communication, interpersonal communication and relationship-building skills in working with participants, volunteers, community/partner organizations, schools, 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 in a Windows environment and ability to work in online meeting platforms;
- Knowledge of or willingness to learn software such as SharePoint;
- Ability to work evenings regularly and weekends on ad hoc basis;
- Oral and written communication skills in English and fluency of a second language relevant to the local community is an asset.

Status:	Temporary Part-Time (CUPE Local 3393 bargaining unit position)
Start Date:	ASAP
Hours:	10 to 25 hours a week from Nov 2023 through April 2024
Rate:	\$24.52
Unit:	Community Programs and Systems Change
Immediate Supervisor:	Coordinator, Community Development
Posting Date:	November 8, 2023
Closing Date:	November 17, 2023

Please send your resume and cover letter by 5:00 pm on the closing date to:

Lynne Woolcott
lynnewo@westnh.org