

Team Leader, Community Development

Are you looking for an innovative community development role instigating collective learning and community impact in an organization committed to personal and social change? The Team Leader, Community Development position assists with the development, coordination, and day to day monitoring of activities that strengthen the capacity of community members to participate meaningfully in decisions that impact their quality of life.

The Team Leader will deliver community education and engagement activities in conjunction with the Coordinator, Community Development & Special Projects. This position involves 1) capacity-building, 2) community education and 3) campaign mobilization; working with a range of local community partners, groups, leaders, volunteers, and residents on two key initiatives over the next year to develop support for community-based solutions for safety, well-being and connection:

- 1) welcoming a deeply affordable housing development in Parkdale
- 2) movement-building around rethinking policing across the City

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 Neighbourhood House 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:

Community Education, Capacity-Building & Facilitation (50%)

- Design and deliver a training series on outreach, community engagement and storytelling skills for a Parkdale-based team of project peer workers, partners, and engaged resident leaders that builds capacity for supporting community conversations around the value of supportive housing
- Convene working group to collectively share activities and strategize on alternatives to policing
- Work with project teams to plan activities that aim to share and transform perspectives
- Create spaces to deepen understanding of issues and engage community-based solutions e.g. door to door canvassing, roadshows, listening sessions, workshops, podcast, fora, etc.
- Prepare and document capacity-building, training, and other project materials
- Apply a community-centred framework that draws on local knowledge, expertise, and practices of mutual aid, neighbourhood integration and restorative justice

Campaign Mobilization (25%)

- Plan and utilize effective networking, relationship-building, and outreach strategies in Parkdale, Davenport and 3 other wards

External Job Posting

- Represent the project as appropriate with local decision-makers, parents, resident groups, networks, schools, businesses, partnerships and community fora (e.g. committees, planning sessions, workgroups, etc); including supporting resident connections to local City Councillors and SDFA staff
- Work with project team to maintain up to date knowledge of local issues and relevant resources
- Draft informational, campaign and/or promotional content; adapt existing social media assets, and contribute to design of visually attractive, accessible project materials and formats

General/ Administration (20%)

- Work in conjunction with the Program Coordinator in the development, implementation, monitoring, and evaluation of activities and program directions.
- Support the operations and activities of the project team. This involves planning, staff scheduling, resolution of day-to-day issues and problem-solving, as well as day-to-day administration.
- Maintain project records, collect data, and compile various statistics and records.
- Support internal and external email/phone-based communication in a timely, efficient manner with project team, partners and local stakeholders

Other (5%)

- Participate as a member of West Neighbourhood House, including in-House committees, initiatives, and activities; including contributing to opportunities for staff to exchange information, co-ordinate or develop responses as part of organisational Diversity, Equity, and Inclusion plan

Qualifications:

- Demonstrated leadership skills within a team; including ability to train, support, and motivate peer workers, volunteers, placement students, and local leaders
- Knowledge of groups, networks, and tables in Parkdale/ Davenport
- Understanding of housing precarity and over policing experienced by Black and Indigenous community members - especially young people and unhoused community members
- Understanding of supportive housing issues such as affordability, health care, etc.; including some knowledge of wider housing stabilisation policy
- Excellent administrative skills, including managing petty cash and supplies, documentation, and developing and maintaining data management processes for project reporting
- Strong ability to use database, spreadsheet, and word processing software in a Windows environment
- Strong written/oral communication skills; a second language is an asset
- Excellent group facilitation skills, include experience supporting working groups/ committees of sector and resident partners to learn from each other and mutually reinforce activities
- Demonstrated ability to support one-on-one connections in community and/or arts-based settings
- Able to travel around and work out of Parkdale; as well as remotely
- Ability to work a flexible schedule and evenings and weekends as needed
- Demonstrated understanding of anti-oppression frameworks, including engaging in critical, self-reflective/reflexive, and compassionate praxis

External Job Posting

Status: Contract (48 weeks)
Start Date: ASAP
Hours: 21 per week
Rate: \$26.60 per hour
Unit: Community Response & Advocacy
Immediate Supervisors: Coordinator, Community Development & Special Projects
Posting Date: August 5, 2022
Closing Date: August 19, 2022
Note: **All West Neighbourhood House employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy**

Please send resumes by 5:00 pm on the closing date to:

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