

### 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 the decisions and activities that impact them in order to improve quality of life.

Working with existing and new residents on a project surrounding a supportive housing development in Parkdale, as well as a range of local community partners, groups, leaders, volunteers, 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 mobilisation around welcoming supportive housing development

**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:

##### Capacity-Building & Facilitation (40%)

- Design and deliver a training series on outreach, community engagement and storytelling skills for a Community Education Campaign team of project peer workers, partners, and engaged resident leaders that builds capacity for supporting community conversations and information sharing
- Work with project team to plan activities and support spaces that can transform resident perspectives around the value of supportive housing eg. door to door canvassing, roadshows, listening sessions, etc.
- Prepare and document training and other project materials

##### Community Education (20%)

- Work with community partners, including local artists and storytellers, to design and coordinate a campaign around identified topics that help residents build inclusion, safety and belonging for new neighbours; including identifying and leveraging existing social infrastructure in Parkdale
- Support Coordinator to implement a neighbourhood-based micro grant process
- Apply a community-centred approach to draw on local knowledge, expertise, and practices around neighbourhood integration, co-design, and mutual aid

##### Campaign Mobilization (10%)

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West Neighbourhood House is an equal opportunity employer.  
We thank all applicants, but only those candidates to be interviewed will be contacted.

*A United Way Member Agency*

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## Internal Job Posting

- Plan and utilise effective networking, relationship-building and outreach strategies to attract a diverse range of residents
- Represent the project as appropriate with local parents, resident groups and networks, schools, businesses, partnerships and community fora (e.g. committees, planning sessions, workgroups, etc)
- Work with project team to maintain up to date knowledge of local issues and relevant community resources available within and near Parkdale (eg. employment, housing, recreation, wellbeing, etc.)
- Draft informational, campaign and/or promotional content; contribute to design of visually attractive, accessible project materials and formats

### General/ Administration (25%)

- Work in conjunction with the Program Coordinator in the development, implementation, monitoring and evaluation of activities and program directions that meet the needs of local community members.
- 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:

- Knowledge of groups, networks and tables in Parkdale; actively participating in one is an asset
- Understanding of housing precarity experienced by Black and Indigenous community members
- Understanding of supportive housing issues such as tenant rights, affordability, health care, etc.; including some knowledge of wider housing stabilisation policy and population health frameworks
- Demonstrated leadership skills within a team; including ability to train, support, and motivate peer workers, volunteers, and local leaders
- Excellent administrative skills including managing petty cash and supplies, documentation, developing and maintaining data management processes relevant to project reporting
- Strong ability to use database, spreadsheet and word processing software in a Windows environment
- Strong written/oral communication skills; a second language relevant to the community is an asset
- Excellent group facilitation skills
- 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

## Internal Job Posting

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**Status:** Contract (48 weeks)  
**Start Date:** ASAP  
**Hours:** 21 per week  
**Rate:** \$26.60 per hour (under review)  
**Unit:** Community Response & Advocacy  
**Immediate Supervisors:** Coordinator, Community Development & Special Projects  
**Posting Date:** June 13, 2022  
**Closing Date:** June 20, 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:**

Coordinator, Community Development & Special Projects  
248 Ossington Ave.  
Toronto, ON  
M6J 3A2  
[angelako@westnh.org](mailto:angelako@westnh.org)