

Internal/External Job Posting

Associate Executive Director

West Neighbourhood House, formerly known as 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.

The Associate Executive Director is a new position in West Neighbourhood House. Working with the Executive Director and the management team within a unionized environment, the Associate Executive Director is the lead to coordinate increased and improved diversity, equity and inclusion in the House. This position also will provide high-level supervision and support to a portfolio of programs and administrative functions.

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:

- Work with the Executive Director to lead West Neighbourhood House on diversity, equity and inclusion issues, including but not limited to:
 - track and follow-up on the implementation of recommendations from the Organizational Review about anti-Black racism,
 - lead and support the cross-House Diversity, Equity and Inclusion Committee,
 - liaise with diverse staff, volunteers and community members for ongoing analysis, co-design, and problem-solving of oppressive behaviours affecting Indigenous people, Black people, People of Colour, people with disabilities, women, people of all sexual orientations and gender identities/expressions and low-income people,
 - liaise with Toronto Neighbourhood Centres' ongoing work on the Charter of Relationships, Belonging and Anti-Oppression.
- Support approximately half of the senior management team and several Program Coordinators with expectation of regular one-to-one supervision to reflect, plan, coach, and problem-solve together. In particular, one-to-one supervision consistently will explore and address diversity, equity and inclusion issues in the workplace and in the community served. The portfolio of direct reports may change over time.

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- Provide oversight and support for the programs and activities within the portfolio as planned with direct reports (Unit Directors and Program Coordinators) and in coordination with Administrative Directors. These tasks include oversight of community relations, advocacy, human resources, funder relations, budgeting, fundraising, program planning and evaluation, data management, support to Board Committees, and other administrative and operational tasks.
- Participate as part of the management team to:
 - advance strategic directions of the House, seeking opportunities and initiating actions that meet the goals and vision of the House,
 - provide support and leadership to local and sectoral networks, including service planning and service coordination to best respond to community needs,
 - contribute to public policy development and advocacy on systemic issues.
- Participate in community and House activities and events.
- Ability to travel regularly between West NH sites (post-pandemic).
- Other duties as required.

Qualifications:

- Master's degree in organizational development, human services, or equivalent education and training. Evidence of ongoing relevant professional development.
- Generalist with minimum 3 years experience in non-profit human services at the senior management level. Good understanding and critical analysis of program design, implementation, and evaluation in community social services as well as budgeting and financial reporting.
- Commitment to one-to-one supervision and strong skills and experience working productively and constructively with diverse individuals. Skills in having crucial or difficult conversations. Demonstrated self-awareness. Knowledge of group relations and organizational development are assets.
- Clear understanding of current research and analysis about anti-racism and anti-oppression and about diversity, equity and inclusion.
- Knowledge of and experience in applying relevant provisions of the Ontario Human Rights Code, Employment Standards Act, Accessibility for Ontarians with Disabilities Act, collective agreements, and related legislation.
- Lived experience reflecting the community we serve, particularly Indigenous and/or racialized communities, is a strong asset although disclosure is voluntary.
- Excellent organizational skills and ability to balance between being responsive to arising issues while meeting workplan priorities and goals.
- Excellent communication skills are required, both verbal and written in English.
- Ability to use Microsoft Office 365 tools, including Teams, databases and/or willingness to be trained.



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Status: Permanent Full Time (non-bargaining unit)
Start Date: ASAP
Hours: 35 hours per week
Rate: \$110,000/yr (4 weeks vacation, paid sick days, floater days, full benefits package after 3 months, RRSP contribution at 5% after 1 yr)
Immediate Supervisor: Executive Director
REVISED Closing Date: September 22, 2021

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

Hiring Committee
588 Queen St. W.
Toronto, Ontario
M6J 1E3
jobs@westnh.org