



Job Posting

The Rexdale Community Hub (RCH) mission is to provide accessible, welcoming space with collaborative, integrated services and programs to enrich every aspect of the community's life. RCH is part of the United Way's Building Strong Neighbourhood Strategy to create a lasting change at local level. United Way's Building Strong Neighbourhoods Strategy was developed in response to research and consultations that identified thirteen neighbourhoods across Toronto that lack access to services, social infrastructure and community space. Community building is an integral part of the United Way's Building Strong Neighbourhoods Strategy; RCH opened its doors to the public in March 2012 and plays an important role in community building by creating opportunities for engagement, and equipping local residents and stakeholders with the supports and services necessary to restore the health of their communities.

We are seeking an experienced Neighbourhood Engagement Coordinator to join our team at the Rexdale Community Hub (RCH) to broaden and deepen outreach and engagement, support the development of the governance structure of resident- led groups, to assist in the identification, development and implementation of community plans and priorities for the Rexdale neighbourhood. The ideal candidate will have an in-depth knowledge of community issues and an ability to engage residents and other stakeholders. The Resident Engagement Worker works out of the RCH which is a shared space with seven organizations co-located to provide programs and services to the Rexdale/Jamestown community and surrounding area.

Status: Full Time for Eight Months

Hours: 37.5 Hours per Week (Flexible hours including some evening work required, depending on project needs)

Reports to: Hub Director

Rate: TBD

RESPONSIBILITIES

Project Administration and Management

- Provide logistical support to community animators, local resident groups, networks and local organizations
- Prepare progress reports and project budgets, ensuring accurate accounting

Strengthening resident-led groups as identified in the most recent Action for Neighbourhood Change (ANC) Resident Action Plan(RAP) and ANC Work plan

- Support organizational and structural development of resident groups (e.g. supporting membership, governance, capacity, leadership, etc.)
- Support resident-led groups to operate in a manner that is transparent, democratic, inclusive and representative of the diversity within the neighbourhood
- Assist in building capacity of residents' engagement, leadership, planning, negotiations, communications, etc.
- Build links with external resources and stakeholders (including United Way) for help in building local capacity for individual and collective leadership, governance, inclusion and diversity, etc.
- Foster strong resident partnership with community stakeholders including local business, service provider, and external funders
- Enhance resident engagement at local planning tables including, but not limited to, the Neighbourhood Action Partnership(NAP) in Rexdale
- Strengthen the capacity of community partners to support residents' engagement and other aspects of the work

Strategic Planning and Implementation

- Support community planning processes as identified by United Way
- Assist in sharing the plans and priorities with local stakeholders, businesses, service providers and external funders
- Assist in outreach and mapping in the Rexdale community to gain a greater understanding of local networks and assets
- Assist in collaborating with other service providers to develop solution to emerging neighbourhood plans and priorities

Participating and Contributing to Cross-neighbourhood Learning

- Participate in activities and other forms of knowledge sharing
- Provide input in shaping the learning and evaluation approaches
- Assist United Way's fundraising team to raise donor knowledge of the neighbourhood engagement work
- Assist United Way's Marketing and Communication staff to identify "stories of success" coming out of the neighbourhood work

Perform other work as directed by Hub Director

QUALIFICATIONS

- Post-secondary education or equivalent in Community Development, Social Policy, Social Work or equivalent experience
- Strong project management, coordination, facilitation, team building and time management skills

- Ability to manage projects and facilitate complex interactions that involves a range of community stakeholders
- Demonstrated excellent community relations skills and community capacity building skills
- Understanding of the social, economic, political, and cultural conditions as well as the local and systemic issues in Rexdale
- Excellent written, verbal and interpersonal communication skills
- Excellent computer skills
- Knowledge of a second (or more) language and culture relevance to the community is considered an asset

Rexdale Community Hub (RCH) is an equal opportunity employer. RCH encourages applications from candidates with diverse cultural backgrounds, visible minorities, Aboriginal persons, persons with disabilities, women and others who may contribute to diversification. As part of our commitment to accessibility for all persons with disabilities, RCH will, upon the request of the applicant, provide accommodation during the recruitment process to ensure equal access to applicants with disabilities. Please contact our HR department about your needs, and we will consult with you to ensure suitable accommodation is provided.

Please forward your cover letter, resume, and references, **no later than July 24th, 2017** to:

Hiring Committee – Rexdale Community Hub

Email: admin@rexdalehub.org

OR Mail: Hiring Committee – Rexdale Community Hub, 21 Panorama Crt, Toronto, ON, M9V 4E3

We thank all those for their interest, however; only those selected for an interview will be contacted. No phone calls please.