

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2023-67

POSITION TITLE: Community Coordinator, Anti-Racism Toronto Local Immigration Partnership	
DEPARTMENT: Toronto Local Immigration Partnership	STATUS: Contract Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: ASAP till December 14, 2023 or the return of the incumbent
REPORT TO: Director, TSLIP	HOURLY RATE: \$30.52
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The successful applicant for this position will support TSLIP and NLS anti-racism initiatives. They will promote community mobilization on social issues, as well as support community-based, action-oriented research on issues related to anti-racism and indigenous reconciliation and their impact on immigrants. Other responsibilities include analyzing public policy as it affects newcomers to Canada, facilitating meetings, as well as planning, designing, implementing, evaluating and coordinating anti-racism professional development workshops and tools for LIPs across Canada.

MAJOR DUTIES:

- Work with a consultant hired by TSLIP to develop a roadmap for how TSLIP can best support the newcomer serving sector in implementing the Truth and Reconciliation Commission's Calls to Action.
- Work with other Toronto based LIPs and community stakeholders to further the implementation of the TSLIP EDI framework.
- Involve stakeholders in the planning and implementation of working group projects.
- Build and maintain positive relationships with TSLIP and NLS partners and other stakeholders.
- Collaborate with the TSLIP Director, the NLS Executive Committee and team, other LIPs, staff, students, partners and community members to achieve workplan goals and project deliverables
- Contribute to the development and implementation of performance measurement strategies to evaluate TSLIP and National LIP Secretariat projects
- Contribute to analysis and recommendations toward organizational and sector improvement
- Contribute to the generation of internal and external reports
- Provide logistical and outreach support for Anti-Racism Professional Development workshops and review existing anti-racism resources including surveys, resource lists, etc.
- Maintain and grow the LIP anti-racism resource database
- Participate in the coordination and support of NLS and TSLIP meetings, including NLS Executive Committee Meetings, team meetings, NLS Learning Events, and Professional Development Workshops.
- Interpret and apply TSLIP and NLS program policies and framework documents

REQUIREMENTS & QUALIFICATIONS:

- Masters degree in relevant discipline, and 2-3 years' experience working in community development, community based research, or combined equivalent of education and experience.
- Deep understanding of current anti-racism discourses and existing anti-racism initiatives. Experience implementing anti-racism initiatives.
- Understanding of the non-profit sector including experience with social impact strategic planning; preferred recent experience with the immigrant serving sector in Canada.
- Experience designing and implementing surveys and questionnaires and focus groups in a community based setting.
- Demonstrated ability to produce clear, concise and effective tools, presentations, reports
- Creative and consultative approach to problem-solving, working with a high degree of proficiency, confidentiality, decision-making and problem-solving skills in order to identify appropriate solutions to address issues in the face of conflicting needs.
- Strong communication skills with a wide range of people including people with lived experience, agency staff and volunteers, managers, government program representatives and others
- Demonstrated ability to handle a multi-task environment, and meet deadlines, as well as to work independently and in a team environment

To apply, submit your resume and cover letter with "TNG2023-67" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement