

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# TNG2025-43

POSITION TITLE: Women's Settlement Team Lead	
DEPARTMENT: Women's Programs & Community Development	STATUS: Regular Full-time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATES: N/A
REPORT TO: Senior Manager, Women's Programs & Community Development	HOURLY RATE: \$32.92
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The position is responsible for development, planning, and delivery of settlement activities and workshops both in person and on-line in collaboration with a variety of community partners. The Team Lead will recruit, train and oversee part-time volunteers, peer workers and students to assist with program support. This position will conduct outreach, implement needs assessments for marginalized and isolated women and represent TNG women's programs on committees addressing the needs of newcomers. The position will report to the Senior Manager, Community Development and Women's Programs and is part of **CUPE Local 7797**.

MAJOR DUTIES:

- Plan, implement and evaluate targeted settlement and education strategies related to women and community development programs, including partnership, outreach, workshops, support groups, drop-in, assessment, counselling, material support, information displays and community development.
- Facilitate community integration and leadership through the development and implementation of social, recreational and educational programs for women, and newcomers with a focus on gender specific supports
- Train staff, peer workers, students and volunteers and monitor their schedules. In the case of students, prepare evaluations and maintain contact with their placement supervisors, if required
- Ensures quality, cultural appropriateness, and confidentiality of services and activities.
- Provide information, referrals, brief support, short-term counselling, case management and crisis intervention
- Work collaboratively with identified partners to support women and community development programs
- Assist in the promotion of the program in the community through activities such as media liaison, presentations at conferences/workshops and networking.
- Program development and evaluation using community mapping, needs assessment, and reports.
- Prepare written evaluations, proposals and reports as assigned.

REQUIREMENTS & QUALIFICATIONS:

- A BSW or University Degree, preferably in human services, or equivalent combination of education and training and practical experience in community development related area working with vulnerable people from a gender-based lens
- 3 years' experience in the settlement and/or community development work sectors;
- Multicultural sensitivity and the ability to work in a multicultural/multiracial organization.
- Understanding of issues affecting newcomer women using an intersectional, feminist, gender equity, social justice lens
- Experience with marginalized communities and knowledge of settlement and women's community resources and services in Toronto.
- Excellent workshop development and facilitation skills using creative methods to communicate, motivate and engage in person and on-line
- Ability to work independently while remaining an effective team member
- Excellent oral and written English language skills;
- Fluency in Bengali or Dari/Pashto or a second language of current participants and newcomer demographics and the ability to translate resources and interpret presentations required.
- Excellent computer skills including Microsoft Office, Zoom, Canva and database programs
- A current satisfactory police vulnerable sector check is required

To apply, submit your resume with "TNG2025-43" 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