

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# TNG2026-Relief Community Programs Worker

POSITION TITLE: Relief Community Programs Worker	
DEPARTMENT: Community Development and Women's Programs	STATUS: Relief, CUPE 7797
# HRS / WEEK: Varies	CONTRACT DATES: N/A
REPORT TO: Senior Manager, Community Development and Women's Programs	HOURLY RATE: \$29.95
INTERNAL POSTING DATE: September 3, 2026	INTERNAL CLOSING DATE: Ongoing

GENERAL DESCRIPTION: The Relief Community Programs Worker works with vulnerable and marginalized people including newcomers, those living in poverty, families and people experiencing multiple barriers to increase food security, well-being and access to resources. Supports include the delivery of a food bank, preparation and facilitation of community meal program and workshops, food distribution and connection to resources and supports. The position will co-ordinate existing food bank and community meal, cooking programs and workshops to meet specific cultural needs in the areas of Taylor-Massey Oakridge. This position reports to the Senior Manager, Community Development and Women's Programs and is part of **CUPE 7797**.

MAJOR DUTIES:

- Outreach to isolated communities to determine target populations and respond to needs
- Plan, shop for, prepare and deliver a weekly community dinner complying to health and safety as stipulated by safe food handling protocols for approximately 200 clients using volunteer resources and adhering to program budget.
- Supervise, train, monitor, coordinate and schedule a team of volunteers and peer workers
- Facilitate wellness workshops, cooking and meal programs to residents and community neighbours
- Provide short-term supports, one on one check-ins and conflict resolution when necessary
- Maintain client confidentiality and adhere to TNGCS policies and procedures.
- Maintain current knowledge of community resources, social and health fields
- Accurately collect, record and report donations received from programs and submit monies and records
- Compile, record, and report stats and develop volunteer schedules using a computer database
- Administer petty cash and keep accurate records.
- Perform other duties appropriate to the position as required.

REQUIREMENTS & QUALIFICATIONS:

- A diploma or degree, preferably in human services, or equivalent combination of education, training and practical experience in newcomer, food security and community development services working with vulnerable people
- A minimum of 2 years' experience in the settlement and/or community development work sectors
- Valid Food Handler's Certification or willingness to be trained
- Understanding of, and sensitivity to issues affecting people from diverse immigrant communities
- Ability to purchase, prepare, cook and safely deliver nutritious, delicious culturally appropriate meals
- Knowledge of Canada's Food Guide and resources for health and wellness
- Excellent interpersonal and communication skills (oral and written)
- Proven conflict resolution, intervention and de-escalation techniques
- Cultural competence and proven ability to work serving diverse ethno-cultural communities
- The ability to work independently with minimal supervision ensuring safety of clients and volunteers
- Knowledge of community resources and services in Toronto
- Physical strength to undertake frequent moderate to heavy lifting, walking, bending, stretching and pulling
- Competency using computer and data base programs
- A valid Ontario Driver's License
- A satisfactory vulnerable sector check is required

To apply, submit your resume with "TNG2026-Relief Community Programs Worker" 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. This posting is for an existing vacancy.