

# Job Posting

<b>Organization:</b> TNO - THE NEIGHBOURHOOD ORGANIZATION	<b>Department:</b> Newcomers Support Services
<b>Program/Project:</b> Empowering Migrant Workers	<b>Position Title:</b> Program Coordinator
<b>Location and Hours of Work:</b> TNO sites and offsite 21 hours per week	<b>Position Type:</b> Contract Part-Time
Expected Start date: ASAP	Number of Positions Available: 2 Positions

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thorncliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thorncliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life.

### Program/Project Description:

The purpose of this program is to identify gaps in the support and services available to Temporary Foreign Workers particularly in the agricultural sector during the COVID-19 pandemic. The program provides financial support necessary to fill the gaps and respond to the emergency needs of workers affected by COVID-19.

### Position Summary:

The Project Coordinator will coordinate the implementation of the program, build capacities, connect groups to services and resources, oversee the implement of program plans, and act as a liaison to create connections between residents, staff, partners and other networks. The program coordinator will work directly with people from diverse backgrounds in ways that are equitable and inclusive, requiring skills and approaches that reflect a strong social inclusion perspective. This position also helps to embed values and community development approach in all of its work within Ontario: Delhi, Brant, Simcoe, Norfolk, Durham and other parts of Ontario.

### Main Tasks & Responsibilities:

- Provide leadership on the project through budget and work plan, program evaluation monitoring indicators, and coordinating the involvement of colleagues and other stakeholders
- Coordinate program activities as required
- Maintain relationships through emails, correspondence, and face to face visits (when allowed) to provide support and assistance towards the successful implementation of the project
- Arrange visits to witness and experience the work being implemented, meet the migrant workers, and organize joint events
- Submit monthly reports to reflect project needs and achievements
- Administrative functions including administration of agreements, training and examinations Record keeping and data entry
- Day-to-day operations, co-ordination, work planning, budgeting, client/funder liaison and reporting
- Meet with and engage residents, service providers and institutional stakeholders living and working in the community;
- Make decisions by following rules, policies, guidelines and procedures; by independent judgement Support the development and implementation project goals and plans
- Support possible opportunities for continued support for an environmental, community and financial sustainability plan beyond the scope of the Program
- Lead staff in the delivery of program activities by providing advice, assistance, and training/guidance. Schedule staff shifts and ensure appropriate coverage.
- Promote a culture of meeting client & neighbourhood needs and teamwork by supporting staff
- Assist to identify, evaluate and control risks to the program, develop solutions as appropriate. Identify emerging trends, issues, needs and direction
- Support social enterprise and income generation aspect of the program; identifying opportunities and partnerships
- Outreach and promote the project; Develop and implement an outreach strategy to promote the program, local high schools and youth serving.
- Coordinate program delivery (staffing, promotion and scheduling of activities, monitoring of expenditures and project evaluation)
- Purchase approved equipment, materials and supplies for the operation of the Project
- Develop a roster of skills-based volunteers to teach workshops and lead repair activities
- Collaborate with project partners in the planning and delivery of special events
- Participate in the evaluation and analysis of program metrics
- Assist to create awareness of the project and schedule, implement, and periodically suggest new community engagement techniques and tools. Collaboratively with the outreach worker develops outreach plans and implements
- Model and engage in critical reflection and anti-oppressive and equitable practice during all interactions with colleagues, community members and other stakeholders.

### Qualifications:

#### Education

- Undergraduate degree in social sciences, business administration, or a related field

**Experience:**

- Three plus years of practical experience working with clients at various levels in the community social agency, community development work, outreach and stakeholder engagement
- In-depth knowledge of Special Projects/Programs and experience with financial and administrative processes
- Knowledge of overall coordination and integration of services to newcomers to Canada
- Solid understanding of not-for-profit sector, its stakeholders, community programs and funding proposal procedures
- In-depth knowledge of Community Development; demonstrated understanding of local community issues, priorities, gaps and needs including challenges facing newcomers to Canada, particularly in the agricultural sector
- Critically reflective practice approach to community engagement, and a passion for social justice, equity, social change and advocacy
- Experience working in a fast-paced, client support environment; managing staff in a client-focused environment within a neighbourhood and community development framework
- Proficient at developing quality reports and deliverables using PowerPoint, Excel, and Word
- Excellent English communications skills. Ability to speak Spanish, Tagalog, Vietnamese an asset
- Demonstrated commitment to working with people of diverse socio-economic and cultural backgrounds from a strong anti-oppressive framework
- Proven skills in group work, conflict resolution and problem-solving, round tables, partnerships and networks
- Flexibility to work evenings and weekends

**Working Conditions:**

**Hours of Work:**

Successful candidate would be required to work regular hours for 21 hours per weeks, and flexible between 8:30AM to 8:00PM besides evening shifts and weekends as decided by program requirements.

**Location:**

This position will be located within any of TNO's service locations based on community and program requirements. The locations (multiple) for this position may be added or moved to new addresses in the future according to the community and program requirements. "TNO - THE NEIGHBOURHOOD ORGANIZATION is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities and members of ethno-racial, aboriginal, immigrant, francophone, refugee, LGBTQ+ and disabled community groups to apply and self-identify."

**How to apply:**

*To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources Department by **Wednesday January 20<sup>th</sup>, 2021 by 5:00PM.***

[CLICK HERE TO APPLY](#)

Or

**Attn: Human Resource  
TNO - THE NEIGHBOURHOOD ORGANIZATION  
1 Leaside Park Drive, Unit # 7  
Toronto, Ontario, M4H 1R1**

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code please contact 416-467-0126

For more information visit: <http://www.tno-toronto.org>

*We thank all applicants for their interest but only those selected for further consideration will be contacted*