

## **Project Coordinator- Community Network Ambassador**

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking a **Project Coordinator- Community Network Ambassador** to join our team in a **full-time contract** role. TNO is a great place to work and we make a difference in the communities we serve.

The Toronto Strong Neighbourhoods Strategy (TSNS) is the City of Toronto's action plan for ensuring that each Toronto neighbourhood can succeed and thrive. TSNS supports healthy communities across the city by partnering with residents, community agencies and businesses to invest in people, services programs and facilities with a focus on 31 Neighbourhood Improvement Areas and 8 Emerging Neighbourhoods. To support continued engagement through TSNS, the **Project Coordinator- Community Network Ambassador** will work as the team lead for the program to support the activities of Community Network Ambassadors. The ideal candidate for this position possesses post-secondary education in a relevant field such as social science, community development, social work, or public administration, or equivalent experience. With a minimum of two years of experience, you have a proven track record in neighbourhood-level planning, implementing community engagement models, and working with diverse groups. Proficient in Microsoft 360 and various computer systems, you excel in tasks such as spreadsheet management, presentations, and email communication.

The Project Coordinator- Community Network Ambassador, under the supervision of the Manager, Community Development and Special Projects, supervises Community Ambassadors. Responsibilities include implementing action plans, collaborating with partners for recruitment and training, and providing ongoing supervision for Ambassadors involved in neighbourhood-planning and community engagement. Serving as the primary contact for stakeholders, they attend regular training, meetings, and handle administrative tasks such as hosting meetings and managing program equipment. The Project Coordinator- Community Network Ambassador is also engaged in outreach and networking, promoting the program in Neighbourhood Improvement Areas, and actively participates in community development activities aligned with the Toronto Strong Neighbourhood Strategy.

**Vaccination Requirement** – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

**Screening** – As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

**Job Type:** Full-time contract position

**Work Location(s):** 10 Gateway Blvd, North York, ON M3C 3A1, and other TNO locations

**Schedule:** Monday to Friday, 35 hours a week – Some evenings and weekends may be required

**Benefits:**

- Professional Development Support
- Employee Assistance Program (EAP)
- Social activities organized by the organization

**Application Process:** Please submit your to [recruitment@tno-toronto.org](mailto:recruitment@tno-toronto.org) with the subject line “Application for Project Coordinator- Community Network Ambassador”. We thank all applicants for their interest, but only those selected for further consideration will be contacted.

*TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please let us know. We thank all applicants for their interest but only those selected for further consideration will be contacted.*