

Program Coordinator

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 one **Program Coordinator** to join our team in a **full-time** role. TNO is a great place to work and we make a difference in the communities we serve.

The TNO **Trade Connect program** provides services that support the social, economic, and civic integration of newcomers into the community, with a focus on careers in the trades. The program assists clients with comprehensive needs assessments, service planning, information and referrals, and preferred pathways into trade jobs with unions, developers, and social enterprises. Services also include translation, interpretation, and connecting newcomers to essential community resources.

Key Responsibilities:

The Trade Connect Program Coordinator will manage daily program operations, overseeing client intakes, needs assessments, and service planning to ensure effective support throughout the client journey. The role includes providing information, referrals, and tailored guidance to help clients secure trade-related employment, collaborating with unions, developers, and social enterprises to establish clear job pathways. Building and maintaining strong relationships with community partners, stakeholders, and local organizations is essential to expanding program resources and opportunities. Additionally, the coordinator will ensure clients have access to translation, interpretation, and other language supports, and facilitate connections to community resources that promote successful integration and employment in the trades. The program Coordinator will be responsible in leading the Trade Connect team.

Qualifications:

The ideal candidate will have *post-secondary education in Social Work, Management, Business Administration*, or an equivalent combination of education and relevant work experience. They should bring over *three years of practical experience in community social services*, with a background in client work, community development, outreach, and stakeholder engagement. A deep understanding of community development principles, along with a demonstrated awareness of local issues, priorities, and service gaps, is essential. Experience coordinating programs—particularly within employment or newcomer services—is required, with familiarity in trade industries and pathways involving unions or social enterprises considered an asset. Strong organizational, communication, and interpersonal

skills are a must, along with the flexibility to work weekends as needed. Prior experience with stakeholder engagement, report writing, and grant proposal development is preferred.

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

Work Location(s): 45 Overlea Blvd. and several TNO locations

Schedule: Monday to Friday with flexibility to work during the weekends and cover MOD duties on Saturdays

Benefits:

- Personal Emergency Leave
- Extended Health Care
- Health Spending Account
- Professional Development Support
- Employee Assistance Program (EAP)
- Travel Insurance
- Life Insurance and Long-Term Disability
- Registered Retirement Savings Plan (RRSP)
- Social activities organized by the organization
- Public transportation nearby

Application Process: Please submit your to recruitment@tno-toronto.org with the subject line “Application for Program Coordinator” by **October 31, 2024**. We thank all applicants for their interest, but only those selected for further consideration will be contacted. Priority will be given to internal candidates.

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.

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