

## **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, one-year 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 across 9 community networks within the City of Toronto. 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.

If you're passionate about making a difference and thrive in a fast-paced environment, we'd love to hear from you!

## **DUTIES & RESPONSIBILITIES**

- Implement the TSNS Community Network Ambassador Program.
- Form action plans for a phased implementation plan, structure, and monitoring and evaluation plan in collaboration with partner organizations.
- Collaborate with partner organizations to recruit, train, manage, and guide Community Ambassadors.
- Liaise with partner organizations, community leaders and City of Toronto staff.
- Support the ongoing supervision of Community Ambassadors who will support neighbourhood-planning tables, and community engagement and facilitate community meetings.

- Act as the point of contact for community partners, the city of Toronto, and Network Ambassadors, providing information, and support on processes, policies and ongoing impact of service delivery.
- Attending regular training and meetings with City Staff and partner organizations.
- Host, facilitate, and prepare for regular meetings with project partners and network ambassadors.
- Determine tracking methods for collecting data and ensuring work plans for Community Network Ambassadors.
- Develop a monitoring plan outlining data collection, both quantitative and qualitative
- Handles program equipment and organizes equipment/supplies regularly

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

**Job Type:** One-year full-time contract position.

**Work Location(s):** 45 Overlea Blvd. Toronto, ON M4H-1C3 and other TNO locations

**Schedule:** between Mon- Sat- 35 hours a week with some evenings and weekends work

**Benefits:**

- Professional Development Support
- Employee Assistance Program (EAP)
- Social activities organized by the organization
- Personal Emergency Leaves
- Public transportation nearby

**Application Process:** Please submit your resume to [recruitment@tno-toronto.org](mailto:recruitment@tno-toronto.org) with the subject line “Application for Project Coordinator- Community Network Ambassador” by February 2, 2025. 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.*