

## **Project Lead for Pop-up Mobile Housing Supports Hub**

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 lead** to join our team in a **part-time contract** role until **November 28, 2025**. TNO is a great place to work and we make a difference in the communities we serve.

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

The ideal candidate holds a **minimum of Community College Diploma, preferably in Social Services** or community-based studies, along with **one to three years of relevant experience**. Essential qualifications include a **deep understanding of housing issues** facing marginalized populations, **expertise in project management**, and strong analytical, communication, and organizational skills. Proficiency in MS Office and multicultural sensitivity are crucial for success in this position.

### **DUTIES & RESPONSIBILITIES**

- Facilitate access to information on affordable housing options through improved service integration.
- Research, collaborate and form partnerships with faith-based organizations in North York who are serving housing insecure residents.
- Ensure services delivered from different faith-based locations chosen equitably provide residents with resources available to access affordable housing options that meet their needs across the housing continuum.
- Assist residents with information on transitioning out of emergency shelters into supportive housing, as well as enabling collaboration and improved service integration across food, mental health, settlement, ethno-specific and multi-service organizations.
- Actively participate in community development activities, including advocacy, outreach, engagement, and empowerment initiatives.
- Working with multiple partners, provide leadership to the project.
- Support any recommendations to improve local housing and wrap-around supports with partners at the Cluster table.
- Evaluate, analyze and share impacts and lessons learned from pilot year with the larger North York Cluster Table.
- Convene partners in appropriate frequencies during testing period and adapt the model as needed.

- Develop and implement the mobile unit for housing insecure residents, integrating services at existing hubs and community spaces.
- Prepare re-test components with lessons learned from the pilot to improve the model's design.
- Confirm additional partners who might be interested in supporting the model.
- Survey with existing clients to identify what services are needed: collecting information on housing needs, issues or concerns and access to housing information.
- Maintain required records and submit weekly and monthly reports as requested.
- Complete administrative tasks such as creating outreach materials, space bookings, scheduling, etc.
- Test and monitor model implementation among agencies and in pilot locations; implement refined approach for final months of project implementation
- Confirm a minimum of four locations where people will congregate and require additional supports that can best be provided by a mix of Cluster Table partners
- Assist individuals seeking housing, including support with subsidized housing applications, evictions, and related issues.
- Ensure the security and confidentiality of all records.
- Support TNO outreach activities.

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

**Job Type:** Part-time contract position till November 28, 2025

**Work Location(s):** 10 Gateway Blvd, North York, ON M3C 3A1, or 45 Overlea Blvd, Toronto, ON M4H 1C3 and other TNO locations

**Schedule:** Monday to Friday, 21 hours a week (3 days a week) – Some evenings and weekends may be required

**Benefits:**

- Employee Assistance Program (EAP)
- Social activities organized by the organization
- Public transportation nearby

**Application Process:** Please submit your to [recruitment@tno-toronto.org](mailto:recruitment@tno-toronto.org) with the subject line “Application for Project Lead” by January 31, 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. TNO is an equal opportunity employer. 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.*