

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2022-193

POSITION TITLE: Community Coordinator, Anti-Racism National LIP Secretariat, Toronto Local Immigration Partnership,	
DEPARTMENT: Toronto Local Immigration Partnership	STATUS: Contract Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: ASAP till March 31, 2023
REPORT TO: Director, TSLIP	HOURLY RATE: \$30.52
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Toronto South Local Immigration Partnership (TSLIP) is a community collaborative focused on developing and implementing local settlement strategies that coordinate and enhance service delivery to newcomers while promoting innovation and efficient use of resources. TSLIP is one of five Toronto region LIPs and works closely with its sister LIPs to further the integration of newcomers throughout Toronto and Canada. This position will support the objectives of the National LIP Secretariat (NLS), which is a joint project of TSLIP and Jasper LIP designed to improve the efficacy of LIPs across Canada through building sustainable networks, shared resources, capacity building, and the amplification of diverse LIP voices. Activities of the NLS include a combination of information sharing, policy analysis and input, communications, capacity building support and serving as a collective voice for LIPs at national decision-making tables.

The successful applicant for this position will support NLS anti-racism initiatives and serve as a resource person/expert for LIPs across Canada seeking to further anti-racism work in their communities. They will promote community mobilization on social issues, as well as support community-based, action-oriented research on issues related to anti-racism and indigenous reconciliation and their impact on immigrants. Other responsibilities include analyzing public policy as it affects newcomers to Canada, facilitating meetings, as well as planning, designing, implementing, evaluating and coordinating anti-racism professional development workshops and tools for LIPs across Canada.

This is a remote position, with some possibility of travel to in-person meetings and conferences several times a year.

MAJOR DUTIES:

- Ensure effective facilitation of the NLS anti-racism working group and other online meetings.
- Involve stakeholders in the planning and implementation of working group projects.
- Build and maintain positive relationships with NLS partners and other stakeholders.
- Build and maintain positive relationships with LIPs across Canada.
- Participate in Community Partner tables and events as appropriate
- Collaborate with the TSLIP Director, the NLS Executive Committee and team, other LIPs, staff, students, partners and community members to achieve workplan goals and project deliverables
- Contribute to the development and implementation of performance measurement strategies to evaluate National LIP Secretariat projects
- Contribute to analysis and recommendations toward organizational and sector improvement
- Contribute to the generation of internal and external reports
- Participate in Project Staff team online meetings.
- Develop content for Anti-Racism Professional Development workshops and review/develop anti-racism resources including surveys, resource lists, etc.
- Participate in the coordination and support of NLS meetings, including NLS Executive Committee Meetings, NLS Learning Events, and Professional Development Workshops.
- Will assist the Project Director with other responsibilities when requested.
- Interpret and apply TSLIP and NLS program policies and framework documents
- Prepare for and actively participate in regular supervision meetings with the Director including the establishment and evaluation of a work plan
- Actively participate in the TSLIP and NLS teams, undertaking responsibilities as assigned
- Maintain accurate records as required by the Neighbourhood Group.
- Adhere to all Neighbourhood Group policies and procedures and ensure confidentiality is maintained on all client, staff and agency matters
- Cooperate and participate in ensuring a safe and healthy working environment
- Ensure the agency is well represented in the community
- Performs other duties as assigned

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement

REQUIREMENTS & QUALIFICATIONS:

- Masters degree in relevant discipline, and 2-3 years' experience working in community development, community based research, or combined equivalent of education and experience.
- Deep understanding of current anti-racism discourses and existing anti-racism initiatives. Experience implementing anti-racism initiatives.
- Understanding of the non-profit sector including experience with social impact strategic planning; preferred recent experience with the immigrant serving sector in Canada.
- Excellent facilitation and presentation skills.
- Some experience with both primary and secondary research preferred
- Experience designing and implementing surveys and questionnaires and focus groups in a community based setting.
- Demonstrated ability to produce clear, concise and effective tools, presentations, reports
- Creative and consultative approach to problem-solving, working with a high degree of proficiency, confidentiality, decision-making and problem-solving skills in order to identify appropriate solutions to address issues in the face of conflicting needs.
- Strong communication skills with a wide range of people including people with lived experience, agency staff and volunteers, managers, government program representatives and others
- Excellent organizational and planning skills
- Proficient Windows, MS Office, internet, e-mail, mailchimp, surveymonkey and Eventbrite skills.
- Demonstrated ability to handle a multi-task environment, and meet deadlines, as well as to work independently and in a team environment

**To apply, submit your resume and cover letter with "TNG2022-193" in the subject line of your email to:
careers@tngcs.org**