



# Coordinator, Social Action and Community Building

<b>Position:</b>	Coordinator
<b>Program:</b>	Social Action and Community Building
<b>Contract:</b>	One year; full time – 35 hours/week
<b>Salary:</b>	\$53,940 - \$66,437 Grade 8 BU
<b>Primary Location:</b>	128A Sterling Rd/355 Church Street
<b>Application Deadline:</b>	April 27, 2018, 5.00pm
<b>File Number:</b>	SACB #4-18 – with cover letter and resume
<b>E-Mail:</b>	<a href="mailto:hrdep@familyservicetoronto.org">hrdep@familyservicetoronto.org</a>
<b>Mail:</b>	HR, Family Service Toronto, #202 – 128A Sterling Rd, Toronto, ON M6R 2B7
<b>Web:</b>	<a href="http://familyservicetoronto.org">familyservicetoronto.org</a>

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community-building and working with partners to strengthen the sector. FST hosts Ontario and national Campaign 2000: End Child and Family Poverty in Canada, broad coalitions committed to public education, research and policy change to eradicate poverty in Canada.

Social Action and Community Building (SACB) focuses on driving system-level change for more just and supportive communities on the local, provincial and national levels. Our community building, research, public education and advocacy work is focused on impacting the systems and institutions that shape the lives of all community members.

We're looking for a Coordinator, Social Action Community Building to provide leadership in advocacy, research, public education, knowledge sharing, and strategic communications. Reporting to the Director, Social Action and Community Building, this role coordinates FST's projects and activities, and provides supports to cross-unit collaboration toward for local community building projects and activities through research and collaborations that foster the achievement of just and supportive communities framed in progressive social policies. We are committed to developing a diverse service team that reflects the diversity of the population who live and work in the City of Toronto.

**In applying please clearly identify how you meet the specific requirements outlined below.**

## **KEY RESPONSIBILITIES**

- Provides leadership to Ontario Campaign 2000: End Child and Family Poverty
- Supports and develops the partner network programs relevant to child/family poverty in Ontario and/or in Canada
- Develops and implements the evaluation of Ontario Campaign 2000 activities
- Ensures that information about child and family poverty and other issues is effectively disseminated throughout the province and Canada, as appropriate. Acts as a media spokesperson for Ontario Campaign 2000
- Coordinates the provincial report card on child and family poverty with local community report cards and assists with the national report card.
- Coordinates research, policy analysis and writing reports around identified Social Action and Community Building issues, including child and family poverty in Ontario, Toronto and/or Canada
- Develops a communications and a government relations strategy for Social Action and Community Building projects
- Develops, coordinates and oversees campaigns and timely actions related to identified social issues
- Develops and leads professional presentations to organizations, groups and individuals interested in learning more about child and family and other social issues on the Social Action and Community Building agenda
- Organizes special events and distributes educational materials to promote public education about child and family poverty and other identified social issues, including but not limited to poverty, immigration and settlement, income security and employment, health and housing
- Administers and oversees project budgets providing input into annual budget preparation and development in consultation with Director, Social Action and Community Building

## **QUALIFICATIONS**

- Post-Graduate Degree in Public Policy, Social Work, Adult Education, Political Science or a related field or equivalent combination of education and experience. Foreign credentials and relevant experience will be considered
- Minimum 3 years relevant experience in community building, conducting research, coordinating coalitions and campaigns, and in developing communications and advocacy strategies
- Proven understanding of community development theory and practice.
- Excellent written and verbal communication skills, including writing high quality reports, dynamic presentation skills and designing workshops for a wide-ranging audience
- Demonstrated understanding or experience of socio/economic issues, including child and family poverty, immigration and settlement, income security and employment, health and housing and experience developing strategies to address these issues
- Demonstrated commitment to the principles of social justice, cultural competency and equity and inclusion
- Knowledge of provincial government social and economic policy and government relations
- Demonstrated media relations and social media strategies communications experience
- Experience with political lobbying and advocacy and working on campaigns
- Experience as a facilitator to reach consensus and action
- Experience in community building and engagement

- Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook) and in social media and public education applications  
Experienced in the use and analysis of statistical data
- Event and meeting coordination and planning experience
- Proven ability to successfully manage projects from conception to implementation
- Ability to work effectively in an environment that is frequently ambiguous, and to work harmoniously with different constituencies to create strong cohesive partnerships
- Excellent interpersonal, organizational and conflict resolution skills
- Ability to work in a team environment Experience with fundraising and project development
- Current criminal reference check/vulnerable sector check

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview. **No phone calls please.**