

JOB POSTING: COMMUNITY BENEFITS ORGANIZER (IN TRAINING)

Full Time Contract TBD based on Program Eligibility

The Toronto Community Benefits Network (TCBN) has centred itself at the forefront of the economic justice movement in Canada by negotiating Community Benefits Agreements (CBAs) into public infrastructure and urban development projects. In so doing, TCBN is addressing the challenges of access to good jobs, local economic development and neighbourhood revitalization particularly as they impact on historically disadvantaged communities and equity seeking groups in Toronto. TCBN employs a comprehensive approach that includes organizing, innovative policy, research, and communications. TCBN's efforts have led to Ontario's first Community Benefits Framework with Metrolinx that includes a Community Benefits Apprenticeship Plan, a Community Benefits Liaison Plan and a Declaration on Hiring Targets. For more information about our work, visit <http://communitybenefits.ca>.

ROLE SUMMARY

Reporting to the Executive Director, the Community Benefits Organizer is primarily responsible for campaign administration and coordination, event planning and coordination, information and awareness on community benefits, resident engagement and monitoring and reporting.

Training and Awareness Campaigns:

- Work in coordination with the TCBN staff to assist TCBN member organizations and local groups in organizing awareness programs, training, campaigns and events such as workshops, forums, tours, story slams, on community benefits and present monthly progress reports

Project Coordination:

- Liaise with resident groups and local service providers to undertake community benefits projects and advocacy or marketing campaigns
- Work with partners' site-level representatives to implement project activities and complement ongoing activities
- Serve as project representative as authorized

Resident Engagement:

With support and guidance from the TCBN staff,

- Support TCBN members to improve their capacities to effectively raise issues of concern at the local level, and to act as advocates for community members during decision-making processes and to secure necessary support from the service providers
- Guide and facilitate TCBN members to improve their monitoring systems, including monitoring through report cards and follow up, and to ensure use of results from the report cards
- Participate in community benefits assessments in collaboration with project partners and share the findings for future improvement
- Support project staff to monitor TCBN membership engagement
- Support the project staff in organizing meetings and participate in the meetings with TCBN members
- Facilitate TCBN members to build up strong relationships with other organizations and the local elected representatives
- Advise and provide trouble shooting for TCBN members if and when required
- Take part in organizing activities

Monitoring and Reporting:

- Field telephone calls and email inquiries from the public and stakeholders, record relevant information and prepare accurate and timely reports
- Monitor and contribute regularly to TCBN's social media platforms, newsletter and website, including uploading events to the website and monitoring RSVPs; administer surveys and polls
- Monitor and report on project targets and activities
- Prepare monthly, quarterly, and annual work plans for the project activities and integrate the same with other partners
- Prepare and submit monthly and all other types of progress reports and case studies on various surveys, good practices
- The Community Benefits Organizer (in Training) will also perform any other jobs as requested and required by management from time to time as and when required.

Competencies to be Developed:

- Team work
- Demonstrates integrity by modeling the TCBN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Plans, prioritizes, and delivers tasks on time
- Responds flexibly & positively to change through active involvement
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- In-depth knowledge on community benefits issues
- Ability to advocate and advice on community benefits issues

Eligibility and Qualifications Required:

- Unemployed and eligible for employment subsidy through [EO](#), [OJCP](#) or [TESS](#)
- 1 year of relevant work or volunteer experience in community
- Previous demonstrated experience working in a project team
- Excellent verbal and written English skills
- Familiarity with the social context of neighbourhood improvement areas in Toronto
- Experience mobilizing community members
- Fluency in a second language spoken by members of the community both written and spoken, an asset

TERMS OF EMPLOYMENT: This is a developmental opportunity for community resident leader living in one of the Neighbourhood Improvement Areas impacted by the Eglinton Crosstown or Finch LRT transit builds or who belong to an equity seeking group. TCBN maintains a healthy, team-oriented working environment.

APPLICATION PROCESS: Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format in ONE FILE to rpowell@communitybenefits.ca. Please use "Community Benefits Organizer in Training – your name" as the subject line of your email.

DEADLINE: Ongoing until filled.

Only those candidates selected for an interview will be contacted. If contacted in relation to an employment opportunity, please advise TCBN of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.