



Toronto Community Benefits Network

Job Posting: Volunteer and Network Administrator

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 doing so, 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 the Eglinton Crosstown, along with subsequent agreements for the Finch West LRT, West Park Hospital, Woodbine Casino and the MacDonald Block. For more information about our work, visit communitybenefits.ca.

ROLE SUMMARY

Reporting to the Communications Manager, the Volunteer and Network Administrator is responsible for assisting with Volunteer Coordination, Administration and Data Management for all departments; Programs, Capacity Building, Membership and Campaigns. Working closely with the Communications Manager and entire TCBN Team, the Volunteer and Network Administrator will coordinate the administrative functions, ensuring that TCBN objectives are addressed, planned activities occur, and outcomes are tracked and evaluated against proposed results and timelines. Additionally, the Volunteer and Network Administrator will convene and support staff meetings, working groups or committees, develop systems and procedures for various programs and organization practices, provide training for staff on procedures and data management tools, and assist in other ways to ensure the smooth and efficient running of the organization.

RESPONSIBILITIES

- Be the central point of contact between current & prospective volunteers, members and supporters of the organization
- Administration and data management: Develop and maintain templates for standard procedures for various organizational systems including Volunteer Programs, Administration, Reporting and Data Management; ensure that staff receive training in procedures and relevant software to carry out procedures
- Monitoring and Evaluation: Assist with monitoring, tracking and reporting on project work plans tied to key objectives; support project implementation, track and monitor project performance, regularly convene and support working groups and advisory committees
- Research & continually improve volunteer program with emphasis on recruitment, interviews, training and volunteer deployment
- Deploy volunteer plan for focussed short term projects

- Analyze feedback data from volunteers, partners & students
- Communication: assist with allocating work within departments and provide guidance regularly; facilitate distribution of information to multiple stakeholders and leadership across various stakeholders within the sector
- Assist with various ad-hoc projects identified by the Executive Director, such as special events, campaigns
- Other duties include working as part of a team to implement the organization's strategic plan; supervising development staff and volunteers; participating in the team and other organization-wide meetings and activities

QUALIFICATIONS

Applicants must demonstrate a commitment to social and economic justice

Skills required:

- Knowledgeable about historically disadvantaged groups, their systemic barriers to employment in a variety of sectors, including construction
- Strong collaborative decision-making skills; able to work with all levels of staff
- Strong knowledge of project management principles, reporting, and quality assurance Proficiency with Office and a variety of project management tools
- Experience developing systems and procedures for organizations
- Experience in executive-level writing, reporting and presentations
- Ability to use web based programs such as Microsoft office, Nationbuilder
- Strong written and oral English skills
- Strategic thinking, strong analytical and problem-solving skills
- Able to work in a fast paced, dynamic environment.
- Good understanding of the nonprofit sector
- Excellent stakeholder relationship management skills
- Ability to oversee multiple projects and manage conflicting priorities

TERMS OF EMPLOYMENT: 1 year full time contract 35 hours per week.

APPLICATIONS

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format in ONE FILE to admin@communitybenefits.ca Please use "Volunteer and Network Administrator – your name" as the subject line. Deadline for applications March 24, 2021.

Only those candidates selected for an interview will be contacted.

PEOPLE FROM HISTORICALLY DISADVANTAGED COMMUNITIES AND EQUITY SEEKING GROUPS ARE STRONGLY ENCOURAGED TO APPLY.

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.