

## **JOB POSTING: Community Benefits Organizer**

Full time, 35 hours/week, Contract, 2 year

The Toronto Community Benefits Network (TCBN) has centred itself at the forefront of the economic justice movement in Toronto 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 community organizing, innovative policy advocacy, research, and communications. TCBN's efforts have led to the City of Toronto's Community Benefits Framework (2019) and Community Benefits Agreements as part of six large scale infrastructure projects across the City of Toronto. For more information about our work, visit [communitybenefits.ca](http://communitybenefits.ca), [nexgenbuilders.ca](http://nexgenbuilders.ca) and [inclusiverecovery.ca](http://inclusiverecovery.ca)

### **ROLE SUMMARY**

Reporting to the Director, Community Benefits Campaigns, the Community Benefits Organizer is primarily responsible for campaign administration and coordination, community organizing, community engagement, communications and other stakeholder engagement activities. In doing so, the role will require strong working relationships with TCBN members, partners and stakeholders.

#### **Project Coordination:**

- Work in coordination with TCBN member organizations in organizing awareness programs, trainings, campaigns and events
- Support community groups, organizations and stakeholders to undertake community benefits organizing and to co-develop community based solutions
- Work with network members, partners and community organizations to implement project activities, lead community events/meetings and support ongoing activities/initiatives/campaigns
- Support TCBN members, community groups and organizations to improve their capacities to effectively address key neighbourhood priorities and co-develop community based solutions at the local level
- Support the Campaigns Team in planning, organizing and facilitating regular meetings with TCBN staff, network members and/or committees

## General Duties

- 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
- Prepare and submit monthly progress reports and case studies on current work and good practices
- The Community Benefits Organizer will also perform any other jobs as requested and required by management from time to time as and when required.

## Key Competencies:

- Teamwork and project management skills
- Demonstrates integrity by modeling the TCBN's values and ethical standards
- Displays cultural, gender, religion, race, nationality, accessibility and age sensitivity and adaptability
- Plans, prioritizes, and delivers tasks on time
- Demonstrates good oral and written communication skills
- Demonstrates ability to manage and work through complex issues
- Knowledgeable about equity, diversity and inclusion in planning context and equitable approaches to community planning and development

## Qualifications Required:

- One (1) year minimum of relevant work or volunteer experience with a non-profit, community organization, labour union or government
- Previous demonstrated experience working with project teams
- Excellent verbal and written English skills
- Fluency in a second language spoken by members of the community both written and spoken, an asset

**TERMS OF EMPLOYMENT:** \$50,000 annual salary with benefits

## **APPLICATIONS**

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format in ONE FILE to [kbaker@communitybenefits.ca](mailto:kbaker@communitybenefits.ca) Please use "Community Benefits Organizer – your name" as the subject line of your email.

**DEADLINE:** Resumes must be received by Tuesday September 7, 2021 at 11:59pm

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.