

Job Posting

Advisor, Constituency and Planning

Office of Councillor Joe Cressy

The City of Toronto supports employment equity. Individuals from equity-seeking groups are encouraged to apply.

Major Responsibilities

Working with the Councillor and the staff team, the Advisor, Constituency and Planning will be responsible for a mix of constituency work, planning files, outreach and administrative work in a fast paced political environment.

Constituency Work

- Lead and manage work (including development proposals) on specific geographic and/or issue areas in the Ward, as well as relationships with community leaders and advocates in these areas
- Ensure that concerns, problems, correspondence and inquiries from constituents and the public are responded to and resolved in prompt and professional manner
- Liaise with City Staff, community groups and social service providers and relays requests and inquiries, and follows up to ensure timely responses
- Plan and coordinate details for community events and meetings with residents, with an eye to community outreach and organizing
- Maintain confidentiality
- Represent the Councillor at meetings and events
- Undertake special assignments as requested

Qualifications and Skills

- Demonstrated ability and strong desire to develop good working relationships with individuals and groups, solve problems, and assist with concerns
- Demonstrated excellence in interpersonal communication, and problem-solving
- Experience and/or knowledge of the Toronto City Planning framework is an asset
- Ability to work quickly and effectively under pressure, multi-task, organize competing task lists, set priorities, and meet deadlines
- Ability to work flexible hours which may include evenings and weekends
- Event planning, case management, and organizational skills
- Experience working with the public and organizing special events and meetings
- Sound political judgement and knowledge of municipal issues, labour movements, community organizations, public affairs and issue based campaigns is an asset
- Excellent written and phone communication skills
- Experience with Microsoft office programs, filing systems, and database systems
- Knowledge of downtown Toronto issues and communities is an asset
- Strong commitment to progressive social issues and politics
- The ability to speak another language such as Cantonese, Mandarin, Italian, or Portuguese is not required but would be an asset

This is a full-time position to begin in mid-February 2019.

To apply for this position, please send a resume and cover letter by Friday January 18, 2019, to lia.brewer@toronto.ca.