

Job Posting

Job Title:	Regent Park Stakeholder's Table Coordinator	Department:	Seniors
Status:	Contract, 12 months; 28 hours/week (Full-time)	Job ID#:	2018-SRS-10
Union:	Excluded, Non-Management		
Posting Date:	June 5, 2018	Posting Close:	June 12, 2018 4:00 PM

Dixon Hall Neighbourhood Services (Dixon Hall) is committed to a vision of a city where everyone thrives. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care and compassion and accountability.

On behalf of the Regent Park Social Development Plan Stakeholders Table, Dixon Hall is currently accepting applications from qualified candidates for the position of Regent Park Stakeholder's Table Coordinator. Working under the guidance of the Stakeholder's Table Steering Committee, the Coordinator works with the SDP Table, other key Stakeholders, residents, Toronto Community Housing, and City of Toronto staff to advance the actions and initiatives of the revised SDP and to Support SDP Table Actions.

Responsibilities:

- Coordinate the overall activities of the SDP Table by scheduling meetings, recording and distributing minutes to stakeholders, and circulating reminders via email and telephone.
- Work with the steering committee and other stakeholders to develop a work plan to address the goals identified in the SDP.
- Support the development and implementation of a communication and community engagement plan to promote the goals and activities of the SDP to all stakeholders.
- Maintain and update SDP Stakeholders Table membership contact list.
- Set up files to ensure that all SDP information is appropriately documented and secured.
- Engage and support resident participation at the Stakeholders table.
- Act as the liaison between the SDP table and other existing networks and grassroots organization in Regent Park (i.e. the Regent Park Neighbourhood Association).
- Consult with the Steering Committee on a regular basis.
- Other duties as assigned and required from time to time within the scope and responsibility of the job.

Qualifications:

- An understanding of social and community development practices as demonstrated by possession of a post-secondary degree/diploma in social work or a related field of study.
- Minimum of three (3) years demonstrated experience working in planning/or managing community initiatives.
- Experience working with and engaging collaborative tables/networks as formed by multiple community based agencies.
- Demonstrated experience facilitating meetings and workshops.
- Ability to develop and maintain excellent relations with community organizations, networks and funders.
- Strong written and verbal English language communication skills with a strong ability to exchange knowledge; fluency in other languages will be considered an asset.
- Superior organizational, analytical, problem solving abilities. Ability to manage multiple projects and deadlines, prioritize, take initiative.
- Self-directed and independent, as well as proven experience in working effectively as an inter-disciplinary team member and in collaboration with other community professionals

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **June 12, 2018 at 4 p.m.** quoting File #2018-SRS-10 in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.