

EMPLOYMENT OPPORTUNITY

Regional Partnership and Outreach Coordinator

Full-Time - 1 yr Contract

Team 211 is expanding! We're looking for people who care about their communities and are passionate about connecting people to the help that they need, when they need it.

THE OPPORTUNITY:

The Regional Partnerships and Outreach Coordinator supports the Agency's mission to create connections and solutions to build strong communities through building and coordination of community connections and partnerships. The position will provide foundational support to implement Findhelp|211 Central's partnership framework across the Greater Toronto Area (Durham, Peel, York, and Toronto Central). The position will advance Findhelp's regional initiatives as well as build cross-sector collaboration through participation and engagement on community systems tables and integration of systems work into Findhelp's operations.

This is a fast-paced and outcomes oriented position that requires an ability to adapt and learn along with a core understanding of community development principles for system building and collaboration.

WHO ARE WE?

At Findhelp | 211 Central, we connect individuals and families with information and referral to the complete range of government, health, community and social services in their communities and help them navigate the complexities of the human services system, quickly and easily. Motivated by our mission to *create connections and solutions to build strong communities*, we're constantly innovating to keep up with the changing needs of our communities and to ensure that everyone has access to the support they are seeking.

Findhelp |211 Central recognizes that systemic racism exists and that certain groups of people experience disproportionate barriers to economic, employment and health opportunities which may be amplified due to intersectional personal identities. We are committed to improving accessibility to human and social services through ongoing and new initiatives, partnerships and approaches.

We're proud of our people and culture and we're constantly changing and innovating to do better! Our workplace is focused on balance, equity, engagement and a healthy environment. We pride ourselves on being an employer of choice and we do the work to make that happen. You'll be engaged and supported to learn and grow your career and you'll make a difference in people's lives across Canada.

RESPONSIBILITIES:

- Identify, build and support new and existing relationships with relevant organizations and cross sectoral community leaders with special attention to Toronto, Peel and York Region, as an initial priority
- Manage multiple projects with competing deadlines and oversee operations on various initiatives to support organizational strategic and service planning processes and to effectively address Findhelp's partnerships framework
- Identify and support strategic outreach and promotional opportunities in collaboration with Findhelp's communications team
- Build and integrate systems knowledge into Findhelp operations through a collaborative, consultative and evidence based approach with special consideration to principles of diversity, equity and inclusion
- Produce narrative and data driven internal and external project reports using multiple data sets and sources of information for funders and stakeholders

REQUIRED SKILLS & EXPERIENCE:

SKILLS

- Demonstrated ability to support and develop system change readiness with clear outcome based project management skills
- Strong knowledge of the non-profit sector with particular emphasis on health and community social services sector; and community development principles and practices
- Experience working within an anti-oppression framework and ability to address barriers to service for diverse and sometimes marginalized communities and people
- Ability to diplomatically work with external funders, community partners, consultants and team members, while managing deliverables and advancing goals
- Strong communication, interpersonal and facilitation skills, virtual and in-person, for organizational knowledge sharing, collaboration and sector level capacity building
- Proficiency with data and computers; ability to understand data from multiple sources to inform reports and learning and advance projects
- Adaptability to a fast-paced working environment and excellent time management skills to handle competing deadlines and priorities with high attention-to-detail
- Highly developed sense of discretion, judgement, and political acumen to deal with sensitive and confidential issues

- Adaptable, positive, enthusiastic and self-motivated, with a strong commitment to ongoing learning
- Comfortability with online tools and service channels
- Ability to work independently or as part of a team, de-escalate and resolve conflict

EXPERIENCE

- Strong preference for candidates with lived experience as a Black, Indigenous, or other racialized person, a person with disabilities, or an 2SLGBTQIA+ person who can acknowledge and speak to the impact of systemic racism and oppression
- Demonstrated experience working within an anti-oppression framework including recognition, allyship and acknowledgement of the lived experiences of various communities and intersectionalities, particularly persons with disabilities and racialized communities, women, 2SLGBTQIA+ and marginalized religious communities
- Proven partnership, community building and project management skills and experience, especially in Toronto, Region of Peel and Region of York

Think you meet the position requirements outlined above? We would love to hear from you!

SALARY & BENEFITS:

This full time position consists of 35 hours a week. Hourly rate of \$33.51 plus 18.25% in lieu of benefits, and participation in CUPE's Multi-Sector Pension Plan.

This position is part of CUPE Local 3173

HOW TO APPLY:

Deadline: Applications will be received and reviewed until **September 15, 2021** or until a suitable candidate is found. Along with your resume, please provide a cover letter with a description in 500 words or less telling us a bit about yourself, what interests you about this opportunity and the assets that you would bring to this role. Applications can be submitted to: job@findhelp.ca

Findhelp | 211 Central believes in a workplace culture of inclusion that is welcoming, respectful, safe and empowering for all staff. It is critical to our success to eliminate barriers and promote the inclusion of equity groups. Equity groups have been, and continue to be, underrepresented and marginalized in the workforce, leadership roles, and in some specific occupations. Equity groups include but may not be limited to Indigenous persons, racialized people, gender diverse people, 2SLGBTQIA+ people and persons with disabilities.

If you require accommodation at any stage during the hiring process, please inform us. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please send your request to HR at job@findhelp.ca.

We thank all applicants and will contact the individuals selected for an interview. No emails or phone calls please.