



## **INTERNAL/EXTERNAL POSTING COORDINATOR - TRUSTEE ENGAGEMENT 1-year contract**

Delta Family Resource Centre (Delta Family/DF) is a community-based agency which has served communities in North-West Toronto for 40 years. Situated in ethno-racially diverse communities, DF envisions a healthy and empowered community where families and children thrive. A multi-ethnic, multi-site organization, DF provides a responsive range of programs, services and activities for families, young children and their caregivers, youth, the Black community and seniors. We are committed to anti-oppression, addressing Anti-Black racism and inclusive ways of engaging participants.

Capacity building and local economic development are key components of Delta Family's poverty reduction mandate. Other strategies include promoting financial literacy, training, and entrepreneurship and promoting opportunities for gaining income and creating networking opportunities through its Local Economic Development (LED) program. DF offers customized skill building opportunities to residents, grass-roots and emerging organization. As part of our capacity building commitment, Delta Family is seeking a ***Coordinator of Trustee Engagement a with sound knowledge and understanding of capacity building and trustee engagement for Black-led agencies***, as well as poverty reduction initiatives and the creation of partnerships which link residents to training and potentially employment/income opportunities. The ideal candidate will have demonstrated understanding of organizational development, experience in coordinating capacity building sessions and the ability to frame these sessions for Black-led organizations while applying strength-based approaches to community development in low-income communities.

### **Responsibilities:**

- Coordination of a series of capacity building workshops for grass-roots agencies which provides supports and advocacy for Black students and families
- Creating, coordinating and supporting capacity building training and workshops
- Support trustee engagement activities (initial consultation, forming agreements, fund disbursement, financial management, reporting etc)
- Supporting and developing community-led economic strategies that promote economic development for residents of northwest Toronto.
- Working with partners to connect employers and potential employees
- Stimulating social enterprise and supporting other grassroots/emerging initiatives
- Support and initiate partnerships to jointly offer capacity building programs.
- Supporting agencies who are trustees by Delta Family
- Supporting other programs of the department such as the sewing hub, poverty reduction initiatives such as the delivery of financial literacy sessions, scholarship and internship programs.
- Support local business initiatives- encourage local involvement in local economic development.
- Promote the growth of LED programs consistent with DF values and strategic priorities.
- Promotion of LED and other Delta Family programs
- Liaise with and support with other Delta Family departments and initiatives
- Prepare project reports and program summary/updates.
- Other duties as assigned.

**Qualifications:**

- Post-secondary education or diploma/degree in Community Development, Community economic development, Social enterprise, or equivalent experience.
- 2 years experience in capacity building and/or delivering community programs
- 2 years (minimum) experience engaging under-served communities
- Lived experience of the barriers faced by Black families in navigating complex systems
- Comprehensive understanding of anti-oppression and Anti-Black racism and the ability to work from that lens.
- Understanding of community development principles and demonstrated practice of working from a strength-based position.
- Demonstrated abilities and understanding in financial literacy and local economic development.
- Demonstrated experience in mobilizing and supporting community led initiatives.
- Demonstrated experience working with partners (community agencies, stakeholders etc.).
- Excellent group facilitation skills.
- Experienced initiative-taker and independent worker able to 'hit the ground running'.
- Excellent organizational, planning and program implementation skills.
- Demonstrated advocacy skills and ability to encourage and support organizational advocacy.
- Strong command of the English language, verbal and written.
- Proficient in Microsoft word, Excel, PowerPoint.
- Verbal and written fluency in a second language is an asset.
- The successful candidate will be required to have/obtain a current vulnerable sector Reference Check (can be obtained upon offer of position).

**Salary: \$50,701**

**Application processed as they are received**

Anticipated start date: Immediate **(Please note that applications will be processed as received. Internal candidates will be considered before external candidates are processed).**

Please submit your cover letter and resume by the closing date to [hiring@dfrc.ca](mailto: hiring@dfrc.ca)  
Subject line: Community Development Worker (CDW) Trustee Engament  
E-mail: [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

**Please note that internal candidates will be considered before external candidates are processed.**

**Please note that Delta Family is an equal opportunity employer and will make every effort to accommodate the needs of candidates through the selection process. Please let us know in advance if you require accommodation**

**We thank all applicants for their interest. Regretfully, only short-listed candidates will be contacted.**