



**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.

Building organizational and community members capacity 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) programs. Delta Family offers customized skill building opportunities to residents, grass-roots and emerging organizations. 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.*** 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. Delta Family is a community agency and in-person work is integral to our connection with communities. ***While there is a hybrid model, staff members are currently required to work in -person at least 2 days weekly.***

**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
- **Coordinate all administrative functions supporting trustee engagement activities (initial consultation, relationship management, forming agreements, fund disbursement, financial management, liaison with CBPR manager, executive director, and other staff, Correspondence, reporting etc)**
- Working with trustee partners to build organizational capacity
- Growing trusteeship opportunities with grassroots and emerging organizations
- Coordinating and supporting the development of grassroots organizational networks
- Support and initiate partnerships to jointly offer capacity building programs.
- Supporting other programs of the department such as the delivery of financial literacy sessions, scholarship and internship programs.
- Promotion of Capacity Building & Poverty Reduction programs 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 and Black grassroots agencies in navigating complex systems
- Comprehensive understanding of anti-oppression and Anti-Black racism and the ability to work from that lens.
- Strong organizational development experience and skills
- Understanding of community development principles and demonstrated practice of working from a strength-based position.
- 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'.
- 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
- ***Familiarity (residence or work) in communities of north-west Toronto 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: \$53,236- \$55,201 (benefits included after probation)**

**Deadline: May 19<sup>th</sup>, 2023**

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: Trustee Engagement Coordinator

E-mail: [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

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

While we thank all applicants for their interest, only short-listed candidates will be contacted.