

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2021- 218**

<b>POSITION TITLE:</b> Coordinator, Toronto South Local Immigration Partnership (TSLIP)	<b>STATUS:</b> Regular Full-Time, CUPE 2289
<b>DEPARTMENT:</b> Toronto South Local Immigration Partnership	<b>CONTRACT DATES:</b> n/a
<b># HRS / WEEK:</b> 28	<b>HOURLY RATE:</b> \$29.53
<b>REPORT TO:</b> Director, Toronto South Local Immigration	<b>CLOSING DATE:</b> until filled
<b>POSTING DATE:</b> October 18, 2021	

**GENERAL DESCRIPTION:** The Toronto South Local Immigration Partnership (TSLIP) is a community collaborative focused on developing and implementing local settlement strategies that coordinate and enhance service delivery to newcomers while promoting innovation and efficient use of resources. TSLIP is one of five Toronto region LIPs and works closely with its sister LIPs to further the integration of newcomers throughout Toronto and Canada. This position will support the objectives of the National LIP Secretariat, which seeks to foster collaboration among LIPs across Canada.

The position will support and promote community mobilization on social issues, as well as support community-based, action-oriented research on a variety of social issues involving the settlement of newcomers. Other responsibilities include analyzing public policy as it affects newcomers to Canada, facilitating meetings, as well as planning, designing, implementing, evaluating and coordinating LIP engagement with member agencies and community and government partners.

### MAJOR DUTIES:

- Ensure effective facilitation of working group and other meetings (remote for the foreseeable future.)
- Involve stakeholders in the planning and implementation of working group projects.
- Build and maintain positive relationships with TSLIP partners and other stakeholders.
- Build and maintain positive relationships with LIPs across Canada.
- Participate in Community Partner tables and events as appropriate
- Collaborate with the TSLIP Director, other LIPs, staff, students, partners and community members to achieve workplan goals and project deliverables
- Contribute to the development and implementation of performance measurement strategies to evaluate TSLIP and National LIP Secretariat projects
- Contribute to analysis and recommendations toward organizational and sector improvement
- Contribute to the generation of internal and external reports
- Participate in Project Staff team meetings.
- Participate in the coordination and support of LIP meetings, including workshop days, Council Meetings, Executive Meetings and others.
- Interpret and apply TSLIP program policies and framework documents

### REQUIREMENTS & QUALIFICATIONS:

- Masters degree in relevant discipline, and 2-3 years' experience working in community development, community based research, or combined equivalent of education and experience.
- Understanding of the non-profit sector including experience with social impact strategic planning; preferred recent experience with the immigrant serving sector in Canada.
- Excellent facilitation and presentation skills.
- Some experience with both primary and secondary research preferred
- Experience designing and implementing surveys and questionnaires and focus groups in a community based setting.
- Experience working within an Anti-Oppressive framework and implementing anti-racism initiatives.
- Demonstrated ability to produce clear, concise and effective tools, presentations, reports
- Creative and consultative approach to problem-solving, working with a high degree of proficiency, confidentiality, decision-making and problem-solving skills in order to identify appropriate solutions to address issues in the face of conflicting needs.
- Strong communication skills with a wide range of people including people with lived experience, agency staff and volunteers, managers, government program representatives and others

**For a complete job description please contact Human Resources**

**To apply, submit your resume and cover letter with "TNG2021-218" in the subject line of your email to:  
careers@tngcs.org**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement