



Position Title: **Director of Inter-Agency Networks**
Part-time Contract Position

Reports to: Executive Director, Toronto Neighbourhood Centres

Position Objectives:

The Toronto Neighbourhood Centres, a network of 28 multi-service community-based social service agencies, seeks a skilled leader to convene and facilitate staff groups working in similar roles across our network, including youth workers, emerging leaders, community development staff, human resources staff, and other interested peer groups. Through this work we intend to:

- Create spaces for mutual support, learning, problem-solving, innovation and shared action, and
- Generate opportunities for workers in member organizations to situate their efforts within the broad fabric of neighbourhood centre practice, drawing upon and celebrating the legacy of our model's 100+ years of community-building and social justice activity, and
- Strengthen our network's capacity to support leadership that can sustain and amplify our member organizations' passion, relevance, responsiveness, inclusiveness, creativity and effectiveness in their communities.

Position Responsibilities:

1. Develop effective outreach and communications strategies to facilitate peer networks across member agencies.
2. Promote ongoing awareness and engagement across inter-agency opportunities.
3. Provide administrative support for emerging networks (e.g. scheduling time and location of group meetings, developing and distributing agendas, facilitating or co-facilitating meetings with group members, documenting and sharing decisions and action plans, supporting next steps identified by groups).
4. Provide inspiration and leadership to foster staff networks' orientation to forward-thinking and constructive action.
5. Create opportunities for respectful learning, deliberation and planning, and energize groups through the use of participatory and fun group processes.
6. Identify opportunities for connecting agendas and actions across groups, and participate in the design and implementation of TNC's annual members' planning retreat.
7. Document the achievements of groups in ways that can communicate their impact effectively to TNC member agencies, the TNC Board of Directors and key stakeholders, including TNC funders.

Position Responsibilities cont'd

8. Work with the TNC Executive Director to identify opportunities to amplify and leverage the collective insight and actions of the staff groups, including opportunities for supporting additional inter-agency projects, as well as implications for TNC's government relations, social policy and advocacy priorities
9. Contribute to TNC's broader networking initiatives with the Toronto Nonprofit Network and the Ontario Nonprofit Network.
10. Take on the role of Acting Executive Director when the Executive Director is absent.
11. Supervise placement student(s) assisting with the activity of TNC networks, if available.
12. Perform other duties as may be required from time to time.

Position Qualifications:

1. Proven skills in effective and inclusive group facilitation, including conflict resolution and participatory planning and decision-making.
2. Demonstrated experience in community development, activism, civic engagement, community-based advocacy and working with diverse communities.
3. Familiarity with the day-to-day realities facing people working in multi-service community-based organizations, and familiarity with the diverse scale and activities of TNC member organizations.
4. Minimum two years post-secondary education in community development, adult education, popular education or equivalent experience.
5. Excellent organizational, leadership and teamwork skills
6. Capacity to identify and creatively adapt to emerging opportunities
7. Strong verbal and written communication skills in English
8. Commitment to anti-racism, anti-oppression and harm reduction principles.
9. Computer literate with proficiency in social media applications and platforms to advance networking objectives.

Terms: 41 week contract, average 2 days per week
June 19, 2017 - March 31, 2018 (with potential renewal for a subsequent year pending assessment of the impact of year 1 activities)
salary rate of \$34.00/hr x 14 hrs per week plus benefits
or equivalent consulting contract arrangement

Please submit applications by 5:00 pm on Monday June 5, 2017, to the TNC Executive Director via email: **robinhowarth@gmail.com** In addition to your resume, please include a written statement outlining how you might apply your skills to effectively advance the position's objectives.

TNC is an equal opportunity employer that welcomes and encourages applicants of all ages, racialized groups, ethnicities, religions, abilities, gender identities and sexual orientations to apply.