

EXTERNAL JOB POSTING

Workforce Planning Coordinator

TERM: Sixteen (16) month contract

HOURS: 37.5 hours per with evening and weekend responsibilities expected

COMPENSATION: \$44,996-47,246 with benefits (3 month probation period)

BACKGROUND:

The Parkdale Community Economic Development (PCED) Planning project is a multi-year community-based economic planning and development project in Parkdale. Led by Parkdale Activity Recreation Centre (PARC) in partnership with over 26 community partners, the PCED project started in 2015 in order to develop a Parkdale Neighbourhood Plan for decent work, shared wealth, and equitable development. Through the first round of the PCED project, we have identified the following seven priority areas for community action and policy options: 1) social infrastructure; 2) affordable housing and land use; 3) decent work; 4) food security; 5) community financing; 6) participatory local democracy; and 7) cultural development.

The successful candidate will join the second round of the PCED project and take a lead in advancing two key initiatives within the Parkdale's neighbourhood planning framework: Parkdale Community Benefits Framework development and the Anchor Institutions Roundtable for social procurement and local hiring opportunities. This position will be located at PARC, and will report to the Planning Advisor and the PCED Steering Committee.

ROLE AND RESPONSIBILITIES:

The Workforce Planning Coordinator is responsible for working in collaboration with the PCED Steering Committee, PARC's Community Planning, Research, and Collaboration (CPRC) team, and local partners to implement key directions in the Decent Work area in the Parkdale Community Planning Study and the Parkdale Neighbourhood Plan 2017-2022. As a member of the PARC's CPRC team, the candidate will also contribute to the overall neighbourhood planning, project design, and implementation.

Specific roles and responsibilities includes (but are not limited to):

- Lead the development, implementation and management of the two initiatives outlined above in collaboration with the PCED Steering Committee and PARC's CPRC team
- Develop and maintain relationships with government representatives, agency staff, funders, developers, local landlords, community groups, tenants, BIAs and other stakeholders
- Identify and analyze local investment trends and opportunities in Parkdale, as well as opportunities and needs of local anchor institutions
- Develop cross-neighbourhood/sector-wide partnerships for collaboration, mutual learning opportunities, and policy development work
- Organize and facilitate public engagement events, consultations, and educational forums for stakeholders, diverse residents, and local businesses
- Facilitate and support participatory planning among stakeholders, community service agencies, residents and other groups for collaborative workforce planning
- Use analyses of neighbourhood needs and assets, labour and real estate markets, and demographic information to develop strategies and action steps in a participatory fashion
- Coordinate working groups meetings, the PCED Steering Committee meetings and other special meetings as needed
- Work in a team setting within Parkdale's neighbourhood planning framework for equitable community and economic development

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- Contribute to the overall documentation, reflection and learning process of Parkdale's community-based planning and economic development work

Qualifications:

- Post-secondary education in community development, urban planning, community-based economic development, social policy or in a related field or equivalent work-experience
- 2-5 years' experience in community development, community organizing, resident and stakeholder engagement, and project development and management
- Demonstrated success with partnership development, stakeholder engagement, and relationship management
- Excellent written and verbal communication skills
- Ability to work independently and as a part of a team
- Ability to think strategically and link individual actions to broader goals
- Proven organizational skills to manage competing priorities, meet deadlines under pressure, and carry projects to completion with minimum supervision
- Familiarity with issues in labour market and policy, employment programs, community economic development initiatives, and workforce development trends
- Sound knowledge of the non-profit community sector in Toronto, social services organizations, neighbourhood-based initiatives to address poverty and displacement
- Demonstrated ability to work with people of diverse socio-economic and cultural backgrounds
- Experience in the Parkdale neighbourhood – living and/or working – is an asset

ABOUT PARC:

Parkdale Activity-Recreation Centre (PARC) is a multi-service agency operating various community programs and services for people with mental health and addiction, the homeless, the disabled and those with few resources. PARC has been expanding its leadership role in neighbourhood planning and community-based economic development in Parkdale through various collaborative projects such as a community land trust, the Co-op Cred program and community food procurement.

DEADLINE FOR SUBMISSIONS: February 1st, 2017 at 6pm

TO APPLY: Please submit a cover letter and a resume in one PDF, with "PCED Workforce Planning Coordinator" in the subject line, to: jobs@parc.on.ca

Attention: Kuni Kamizaki, PARC 1499 Queen Street West Toronto, ON M6R 1A3

No phone calls please.

PARC encourages applicants from all Human Rights protected groups and is committed to hiring staff members who represent multiple, diverse communities in Parkdale. Accommodation will be provided on request. While we thank all applicants, only those being considered for an interview will be contacted directly.