

## Parkdale Black Caucus Coordinator

### Overview:

- **Position:** Caucus Coordinator
- **Contract period:** 5 months
- **Hours:** 20 hours per month (100 hours total)
- **Salary:** \$31.50 /hour
- **Location:** Remote
- **Posting date:** November 27, 2020
- **Closing date:** January 4, 2021

**Parkdale Black Caucus (PBC)** is a grassroots initiative to build community among Black, Afro-Canadian, African, Afro-Caribbean members of the Parkdale neighbourhood and to strengthen the voice of Black community members in the larger planning and visioning for the neighbourhood. The Black Caucus is currently guided by a Steering Committee of community members who live, work or spend significant time in Parkdale, and is supported in partnership with the Parkdale People's Economy.

**Position Description:** The Parkdale Black Caucus Coordinator will work with the Steering Committee to conduct outreach with Black members of the Parkdale community and coordinate the activities of the Caucus, such as facilitating monthly meetings and supporting resource development. You will also work with the Steering Committee to design and implement an initiative for the first phase of the Caucus that will seek to build and strengthen relationships and identify priorities of Black Community Members in Parkdale.

The position requires a strong commitment to anti-oppression and equity; attention to detail; creative problem solving; and strong communication and organizational skills. The successful candidate will report to the Steering Committee.

### Key Skills:

- Demonstrated commitment to the empowerment of Black people and the fight against anti-Black racism
- Networks and knowledge of Black community in Parkdale;
- Demonstrated commitment to economic, racial, and climate justice and working with a strong anti-oppressive framework;
- Excellent written and verbal communication skills;
- Ability to work independently and as a part of a team;

- Proven organizational skills to manage competing priorities, meet deadlines under pressure, and carry projects to completion;
- Experience identifying grant opportunities, writing and managing the grant development and proposal process;
- Experience in the Parkdale neighbourhood – living, working and/or a strong relationship with the community – is an asset.

**Responsibilities:**

- Working with the Steering Committee to design this first phase of the project
  - Build a project plan for an initiative aimed at identifying collective visions and building community power (e.g. needs and assets mapping, storytelling and listening campaign, hosting a community event, etc.)
- Implementation of first phase of the project
  - Outreach and relationship building with Black community members in Parkdale
  - Coordinating monthly virtual meetings during the contract period
  - Communications support for participants and interested partners (e.g. newsletter, social media, postering)
- Building and maintaining partnerships
  - Collaborating with the Parkdale People’s Economy to inform the Parkdale community planning process
  - Attend the bi-monthly Parkdale Neighbourhood Planning Table to liaise with community partners
- Working with Steering Committee and community partners to identify grants and support with grant-writing for future phases of the project
- Share findings from the first phase of the project with the Parkdale Black Caucus, the Parkdale Neighbourhood Planning Table, and the broader Parkdale community

Please forward your resume and cover letter to [parkdaleblackcaucus@gmail.com](mailto:parkdaleblackcaucus@gmail.com) by January 4, 2021 with the subject line: Parkdale Black Caucus Coordinator.

We thank all applicants for their interest. However only those candidates selected for an interview will be contacted. No phone calls please.

Parkdale Activity-Recreation Centre (PARC) is an Equal Opportunity Employer. Qualified candidates with lived experience of poverty or contact with the psychiatric system and candidates from marginalized communities are strongly encouraged to apply.