



**The Parkdale Activity-Recreation Centre:
"A community where people rebuild their lives."**

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Registered Charity: 129678231RR0001

Communications Lead & Creating Health Plus Coordinator

The true meaning of PARC is reflected in our mission: "A community where people rebuild their lives."

PARC is a social service agency that works with members on issues of poverty, mental health, harm reduction, housing and food security. Members access services and develop relationships with our staff and one another through four core areas of operation: a drop-in Centre, a peer support program, an outreach program and supportive housing.

PARC was established in 1980 and celebrated its 40th anniversary in the year 2020. In addition to its core areas, PARC is also the backbone organization for systems change projects such as the Parkdale People's Economy and Creating Health Plus. The Parkdale People's Economy, also known as Parkdale Community Economic Development (PCED) Project, is a network of over 30 community-based organizations and hundreds of community members collaborating to build decent work, shared wealth, and equitable development in Parkdale.

Creating Health Plus is a partnership program between PARC and the City of Toronto's Shelter, Support, and Housing Administration (SSHA), Daily Bread Food Bank (DBFB), Toronto Public Health (TPH), FoodReach and the Toronto Drop-In Network (TDIN) to augment the provision of healthy and nutritious food at non-profit organizations serving meals to people living in poverty and facing food insecurity in the City of Toronto.

In response to the COVID-19 pandemic, Parkdale Activity-Recreation Centre has been partnering with the City of Toronto and United Way to provide communications support for the Downtown West Cluster, which is a network of community organizations in the Downtown West that identify urgent issues and coordinate with one another to implement solutions as part of the City's Community Coordination Plan.

The successful candidate will support two systems change initiatives housed at PARC:

1. Administer the Creating Health Plus project by building relationships with food security agencies and vendors, providing support and coordinating training, and heading the Creating Health Plus' fundraising efforts;
2. Work with agencies and sub-groups across the Downtown West Cluster to develop strategies and solutions for improvement of communication.

The candidate will be located at PARC, and will report to the PCED Manager and the Creating Health Plus Advisory Committee.

Title: Communication Lead & Creating Health Plus Coordinator

Position type: Contract / Full-Time Weekly

Hours:

- From June 2021 to Sept 2021: 22.5 hours/per week commitment for Downtown West Cluster Communication Lead role and 15 hours per week commitment for Creating Health Plus Coordinator role.
- From Oct 2021 to June 2022: Creating Health Plus Coordinator role will become a Full-Time position (37.5 hours/per week)

Compensation: As per Collective Agreement 2018 – 2020, Steps 1–4 (\$24.80 -\$28.42) plus 7% in lieu of benefits

Posting Date: May 10, 2021

Reports to: PCED Manager

ROLE AND RESPONSIBILITIES:

1) Downtown West Cluster Communication Lead

Works with coordinators, agencies and sub-groups across the cluster to develop strategies and solutions for improvement of communications

- Update a centralized available services records sheet on available/programs being offered, location of services, etc.
- Collect relevant resources and information updates and share with agency partners
- Update contact list and ensure all partners are receiving all information
- Capture notes during various meeting to ensure actions are documented
- Support the development and distribution of meeting agendas and relevant documentation
- Work with Cluster Coordinators to collaborate with relevant stakeholders and ensure synergy, information flow and information accuracy across the cluster
- Actively works and/or assists on content-related tasks and projects across the cluster Support with the generation of information with any reports needed

2) Creating Health Plus Coordinator

Administers the Creating Health Plus project by building relationships with agencies and vendors, providing support and coordinating training, and heading Creating Health Plus' fund-raising efforts

Finance and Governance:

- Lobby the public sector - City and Province - for stable funding
- Raise funds to cover funding shortfall & explore other sources of long-term funding/income
- Explore strong partnerships to deliver food and expand programming.
- Consolidate integration of CH+'s accounting and reporting systems
- Reassess and refine board and advisory committee as necessary
- Integrate CH+ work processes within new location/partner
- Recruit and configure staffing to meet changing needs

Membership

- Review and refine membership plan
- Seek ways to enrich benefits (like linking explicitly to training provided)

Food provision

- Consolidate stability of food supply and explore expansion options
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- Increase number of agencies supported and amounts of food supplied

Training

- Expand training with no cost increases by securing training partners
- Develop online support & link in-person programs to online resource support

Research

- Resume work to make case for funding fresh food provision
- Explore replication in work with similar agencies in other jurisdictions
- Other duties as assigned.

QUALIFICATIONS:

- 2-5 years of experience in communications, food security, providing training, and stakeholder engagement
- Demonstrated commitment to economic, racial, and climate justice and working with a strong anti-oppressive framework
- Grounded knowledge of the non-profit sector in Toronto, social service organizations, neighbourhood-based initiatives to address poverty and food security through postsecondary education and/or equivalent lived/work experience
- Demonstrated success with project coordination, partnership development, stakeholder engagement, fundraising, grant writing, and relationship management with institutional and grassroots stakeholders;
- Excellent written and verbal communication skills with the ability to communicate using clear language;
- 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
- Ability to speak a language relevant to the Parkdale neighbourhood is an asset (e.g. Tibetan, Tagalog, Spanish, Tamil, etc.)
- Experience in the Parkdale neighbourhood – living and/or working – is an asset
- Graphic design and online communication skills (e.g. social media) are an asset.

DEADLINE FOR SUBMISSIONS: June 14, 2021 at 5pm

TO APPLY: Please submit a cover letter and a resume in one PDF, with “PCED: Communications Lead & Creating Health Plus Coordinator” in the subject line, to: Mariam Amiri at mamiri@parc.on.ca by June 14, 2021 at 5pm.

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 considered for an interview will be contacted directly.
