



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

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Registered Charity: 129678231RR0001

Parkdale People's Economy - Planning Assistant

- **Position:** Planning Assistant
- **Contract period:** 26 weeks
- **Hours:** 37.5 hours/week
- **Salary:** \$19.50 /hour
- **Location:** Parkdale Activity-Recreation Centre (1499 Queen St W) or remote
- **Posting date:** May 28, 2021
- **Closing date:** June 11, 2021
- **Start date:** June 21, 2021

The Parkdale People's Economy 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.

Position Summary:

The Planning Assistant position will help the staff team at Parkdale People's Economy with ongoing projects and programs of the network. This will include reaching out to the community and communicating with people about ways to do community planning in Parkdale, as well as helping with administration for the project at large. This work experience placement is part of the CreateAction Inclusive Social Innovation program. The Planning Assistant will be part of a network of CreateAction participants and will join in regular peer learning sessions and evaluation activities delivered by the program partners: the Canadian CED Network, the National Association of Friendship Centres, and the Social Research and Demonstration Corporation.

Candidates must meet the following criteria:

- (a) be between 15 and 30 years of age (inclusive) at start of placement;
- (b) be a Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act;
- (c) be legally entitled to work in Canada;
- (d) be legally entitled to work according to the relevant provincial/territorial legislation and regulations; and
- (e) be experiencing one or more barriers to employment; and/or
- (f) be not in education, employment, or training (NEET).

The position requires a strong interest in learning about anti-oppression and equity, and learning to work with these values; being able to pay attention to detail; creative problem

solving and being able to analyze information; and good communication and organizational skills. The position will report to the Planning Coordinator.

The Parkdale People's Economy is guided by the Parkdale Community Planning Study (2016), which outlines visions and directions for community wealth building' strategies, neighbourhood-based economic well-being indicators, and a shared vision for decent work in Parkdale. The Parkdale People's Economy is also currently supporting Mutual Aid Parkdale, a community-based response to the COVID-19 pandemic, and will be engaging in a renewed community economic development planning process in the neighbourhood. The Planning Assistant position will support these ongoing efforts.

The position will be based out of Parkdale Activity-Recreation Centre (PARC), which is a social service agency that works with members on issues of poverty, mental health, harm reduction, housing and food security. You will receive a detailed orientation to workplace health and safety including all office equipment and its safe use. You will be introduced to neighbourhood emergency services, demographics, and service context. You will receive training in WHMIS, AODA and risk assessment. You will also have the option to work remotely due to the COVID-19 pandemic.

Skills:

- Committed to economic, racial, and climate justice and working with a strong anti-oppressive framework;
- Knowledge of community planning and organizing, labour rights, housing policy, and/or neighbourhood-based programs to support people living in poverty;
- Good written and verbal communication skills;
- Able to work independently and as a part of a team;
- Able to think strategically and link individual actions to bigger goals;
- Able to be organized and manage different priorities, meet deadlines under pressure, and carry projects to completion;
- Able to speak a language relevant to the Parkdale neighbourhood is helpful (e.g. Tibetan, Tagalog, Spanish, Tamil, etc.);
- Experience in the Parkdale neighbourhood – living and/or working – is helpful
- Social media and graphic design skills would be helpful

Responsibilities:

- Supporting community outreach and engagement for the planning process.
- Support Parkdale People's Economy with day-to-day functions;
- Attend and participate in weekly community meetings, department meetings, and monthly organization-wide meetings;
- Perform administrative duties as requested from time to time, such as note taking.
- As part of the CreateAction program, the Planning Assistant will participate in:
 - 5 hours per month of national virtual learning sessions
 - 4 hours per month of national virtual youth networking sessions
 - 3 working days to participate in an in-person or online learning event

Please forward your resume and cover letter to jobs@parc.on.ca by June 11, 2021 with the subject line: CreateAction - Planning Assistant (PCED).

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 local candidates from equity-deserving communities are encouraged to apply, including but not limited to Black, Indigenous, and racialized community members, newcomer and immigrant communities, people with disabilities, and LGBTQ2SIA+ communities.

