



Toronto Community  
Benefits Network

## **JOB POSTING: MENTORING COORINATOR**

Full time, 35 hours/week, Contract, 1 Year with Possibility of Renewal

The Toronto Community Benefits Network (TCBN) has centred itself at the forefront of the economic justice movement in Canada by negotiating Community Benefits Agreements (CBAs) into public infrastructure and urban development projects. In so doing, TCBN is addressing the challenges of access to good jobs, local economic development and neighbourhood revitalization particularly as they impact on historically disadvantaged communities and equity seeking groups in Toronto. TCBN employs a comprehensive approach that includes organizing, innovative policy, research, and communications. TCBN's efforts have led to Ontario's first Community Benefits Framework with Metrolinx that includes a Community Benefits Apprenticeship Plan, a Community Benefits Liaison Plan and a Declaration on Hiring Targets for the Eglinton Crosstown, along with subsequent agreements for the Finch West LRT, West Park Hospital and Woodbine Casino. For more information about our work, visit [communitybenefits.ca](http://communitybenefits.ca).

### **ROLE SUMMARY**

Reporting to the Executive Director, the Mentorship Coordinator is responsible for all aspects of Mentoring initiatives associated with TCBN's role in supporting the implementation of Community Benefits Agreements. TCBN leads a number of mentoring initiatives designed to ensure that historically underrepresented groups - women, youth, newcomers, racialized and indigenous people - are aware of and can succeed in apprenticeships and employment opportunities in construction trades. Our research over the past two years indicates that a variety of mentoring strategies are needed to support underrepresented groups on all phases of their journey to become fully qualified in Red Seal trades.

The Mentoring Coordinator will be responsible for coordinating a comprehensive mentoring program that offers underrepresented groups moral support and practical guidance as they move from career exploration, through pre-apprenticeship training, into apprenticeship and employment and progress to Red Seal Certification. The role includes coordinating TCBN's *Next GEN Builders Mentoring Program for Black Youth Success in Construction*, and the various mentoring strategies for women, newcomers and indigenous people. Strategies will include group mentoring, peer mentoring, and one on one mentoring matches, along with training sessions for mentors and mentees, and linking community hosts and career guidance professionals with trades and apprenticeship ambassadors.

### **RESPONSIBILITIES**

- Coordinating all aspects of activities required to implement various mentoring strategies: planning and scheduling for outreach and recruitment of mentors and mentees, intake, start up and administration of formal mentoring programs; planning, scheduling and programming, outreach and recruitment of participants for group and peer mentoring events; fulfilling requests from community hosts and career guidance professionals (employment and social service workers) for trades and apprenticeship advisors; researching and piloting 1-2 teleconferencing mentoring events that are linked up with trades workers across the country from provinces that have succeeded in diversifying Red Seal Trades – e.g. BC, Alberta, Nova Scotia, Newfoundland
- Partner Liaison and Coordination: Liaising with Partners supporting the range of mentoring strategies and coordinating with them regarding implementation, evaluation and feedback. Partners

will include Community Hosts and assigned leads for service providers using Trades and Apprenticeship Ambassadors; unions, contractors, pre-apprenticeship and apprenticeship trainers referring mentors and mentees for formal mentoring programs, and group and peer mentoring events and activities, OYAP coordinators from local school boards; Working Groups and Advisory Groups overseeing the various mentoring initiatives

- Communication: effectively a) with partners directly -through personal visits, phone calls, and meetings; b) with participants of mentoring programs (both mentors and mentees) directly-upholding principles and best practices in life skills, adult education, and restorative justice methodologies; and c) in writing – developing promotional, program and event materials for varied mentoring strategies appropriate for partners, mentors, mentees and a wide variety of participants
- Other duties include: working as part of a team to implement the organization’s strategic plan; supervising development staff and volunteers; participating in the team and other organization-wide meetings and activities

### **QUALIFICATIONS**

Applicants must demonstrate a commitment to social and economic justice. Skills required:

- Knowledgeable about historically underrepresented groups, their systemic barriers to employment in the construction sector and the impact of intersectionality
- Familiar with global diversity and inclusion benchmarks for best practices; principles of restorative justice, life skills
- Proficiency in coordinating programs and organizing events involving wide variety of partners; experienced in planning and scheduling to meet timelines and outcomes;
- Experience developing and delivering new initiatives, and establishing new partnerships
- Familiarity with grass roots networks, community organizations, employment service and social service workers, school boards, employers, labour groups
- Strong interest in, knowledge of the construction industry; how it is organized, how to gain access
- Critical thinking, analysis and writing skills
- Excellent communications skills and ability to work well with others
- Strong community outreach, organizing and engagement skills
- Detail oriented, driven to succeed; ability to work independently and in a team
- In possession of a valid drivers’ license and reliable, insured transportation

**TERMS OF EMPLOYMENT:** Competitive salary with full benefits. Friendly, team-oriented working environment.

### **APPLICATIONS**

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format in ONE FILE to [admin@communitybenefits.ca](mailto:admin@communitybenefits.ca) Please use “Mentoring Coordinator – your name” as the subject line.

**DEADLINE:** Resumes must be received by **February 28, 2019 by 5pm.**

Only those candidates selected for an interview will be contacted.

### **PEOPLE FROM HISTORICALLY DISADVANTAGED COMMUNITIES AND EQUITY SEEKING GROUPS ARE STRONGLY ENCOURAGED TO APPLY.**

If contacted in relation to an employment opportunity, please advise TCBN of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner.

Information received relating to accommodation measures will be addressed confidentially.