



JOB POSTING: COORDINATOR, TRAINING AND CAPACITY BUILDING

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.

ROLE SUMMARY

Reporting to the Executive Director, the Coordinator, Training and Capacity Building is responsible for all aspects of training associated with TCBN's role in supporting the implementation of Community Benefits Agreements. TCBN leads a number of formal and informal training initiatives designed to ensure that historically underrepresented groups - women, youth, newcomers, racialized, indigenous people and veterans - are aware of and can succeed in these important opportunities. Our research over the past two years indicates the need for new knowledge, not only for the underrepresented groups, but also for the key influencers who work with them. All stakeholders need to be fully aware of these fast breaking opportunities and equipped with strategies to mitigate generations of exclusion and address the remaining barriers.

The Training Coordinator, Training and Capacity Building will be responsible for TCBN's training requirements for its existing and new initiatives, from research and curriculum development to program coordination, implementation and evaluation. Examples include: monitoring and delivering training for mentors and mentees in TCBN's *Next GEN Builders Mentoring Program for Black Youth Success in Construction*; adapting this training for women, newcomers and indigenous people; developing and delivering training for community, employment and social service workers, contractors and unions to become Community Benefits Champions – those who excel in outreach to diverse communities, equitable recruitment and welcoming workplaces.

RESPONSIBILITIES

- Research and Curriculum Development: a) for mentoring programs: develop training modules and resources for mentors and mentees customized for women, newcomers and indigenous people; b) for service workers, employers and unions: develop training modules on engagement, access, equity and inclusion, welcoming workplace strategies; c) for emerging needs: as identified

- Partner Liaison, Training Coordination, Delivery/Evaluation: Arrange and provide workshops and online training that a) will enable Community Host groups, and career and employment service professionals to engage and inspire target groups to access careers in construction trades; and b) offer employers and unions customized Training for Welcoming and Respectful Workplaces; c) for emerging needs: as identified
- Communication: effectively a) with partners directly -through personal visits, phone calls, and meetings; b) with training participants directly- upholding principles and best practices in life skills, and adult education methodologies; and c) in writing - developing promotional and training materials appropriate for partners, participants and various phases of the training projects
- 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 and their systemic barriers to employment in the construction sector
- Familiar with global diversity and inclusion benchmarks for best practices; principles of restorative justice, life skills
- Trained and experienced in instructional design, delivery and adult education,
- Proficiency in designing and delivering training in variety of modalities, including online
- Experience developing and delivering training for community service workers, employers, labour groups that addresses systemic barriers
- 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 Please use "Coordinator, Training and Capacity Building – 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.