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## **Job Title: Project Coordinator – Empowering Tenants: Expanding Legal Knowledge and Justice for Housing Rights**

**Reports To:** RPNA Steering Committee & The Neighbourhood Group Trustee Hub

**Employment Type:** Full-time\* (30 hrs/week), Contract (May 2025 – April 2026)

**Compensation:** \$30/hour + 15% benefits

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**Position Summary:** The Project Coordinator will be responsible for the successful coordination, execution, and evaluation of the RPNA's "Empowering Tenants: Expanding Legal Knowledge and Justice for Housing Rights" initiative, funded through the Tenant Protection Fund. This role involves community engagement, resource development, partnership building, workshop facilitation, and evaluations, ensuring the program's delivery meets the needs of diverse, equity-deserving tenant communities in Regent Park.

This project has been funded in part by the Department of Justice Canada.

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### **Key Responsibilities:**

#### **1. Project Management & Coordination**

- Develop and maintain the project work plan, timeline, and milestones in collaboration with the Steering Committee.
- Coordinate four program phases: Initiation, Development, Implementation, and Evaluation.
- Oversee office setup, supplies, rentals, and related logistics for workshops.
- Develop and maintain project documentation including reports, schedules, agreements, and evaluations.

#### **2. Community & Stakeholder Engagement**

- Serve as the main liaison for project partners, including legal aid clinics, tenant groups, animators, and advocacy organizations.
- Support the onboarding and coordination of 4 community animators.
- Supervise community engagement efforts including outreach to marginalized groups (e.g., newcomers, youth, BIPOC tenants).



### 3. Public Legal Education & Outreach

- Coordinate development and dissemination of multilingual plain-language tenant rights materials (English, French, Somali, Arabic, Mandarin, Swahili).
- Responsible for production of educational videos, flyers, and digital promotional content.
- Oversee the delivery of at least 4 multilingual legal education workshops.

### 4. Research, Policy & Evaluation

- Collaborate with tenant advocates and legal experts on research and policy recommendations.
- Support the coordination of focus groups and surveys for the needs assessment and program evaluation.
- Coordinate the virtual policy roundtable on National Housing Day. Analyze and present data in collaboration with evaluation partners.

### 5. Administration and Documentation

- Manage and maintain the filing system of organization's documents and reports.
- Provide updates and reports of the project to the RPNA Board meetings biweekly.
- Manage the operational activities of day to day work.
- Maintain the invoices and receipts of the project and its workshops.
- Provide support as and when required to the organization (RPNA)

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## Required Skills & Competencies:

### Core Competencies

- **Project Coordination & Planning:** Demonstrated ability to manage complex timelines, deliverables, and stakeholders.  
**Collaboration and Community Engagement:** Strong grounding in grassroots community work with racialized, newcomer, and low-income communities. Collaborating and liaising with local organizations.
- **Equity & Anti-Oppression:** Lived and/or professional experience applying anti-racism, anti-oppression, trauma-informed, and GBA+ frameworks.
- **Facilitation & Public Speaking:** Comfort facilitating meetings, leading workshops, and engaging groups from diverse backgrounds.
- **Communications:** Ability to support public outreach and marketing campaigns across digital, print, and community channels.
- **Research, Data Management, Evaluation & Reporting:** Experience collecting, organizing, and analyzing qualitative and quantitative data for evaluation purposes.



### **Technical & Organizational Skills**

- Proficiency with Google Workspace, Microsoft Office, and online scheduling/collaboration tools.
- Strong attention to detail, administrative, and organizational skills.
- Multilingualism is an asset.

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### **Preferred Qualifications:**

- Minimum 3 years of experience in community-based project coordination or similar roles.
- Background in housing advocacy, tenant rights, legal services, or social justice work.
- Familiarity with Toronto's legal support ecosystem, including legal aid clinics and municipal housing policies.

### **To Apply:**

Please submit your resume and a short cover letter to [rpna.info@gmail.com](mailto:rpna.info@gmail.com) by **May 15th, 2025 11:59 PM EST**.

**RPNA is committed to Equity and Inclusion. We encourage applications from diverse backgrounds, including Indigenous, Black, racialized, LGBTQ2S+, and disability-identified individuals.**

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