

Job Title: COMMUNITY DEVELOPMENT OFFICER

Job ID: 29148

Job Category: Community & Social Services

Division & Section: Housing Secretariat, Tower Renewal

Work Location: Metro Hall, 55 John Street

Job Type & Duration: Full-time, 1 Permanent + 1 Temporary (6 months)

Salary: \$83,228.60 - \$97,770.40, TM0346, Wage Grade 6

Shift Information: Monday to Friday, 35 Hours per week

Affiliation: Non-Union

Number of Positions Open: 2

Posting Period: 20-Jun-2022 to 05-Jul-2022

Do you have a passion for driving social and cultural change while working with a range of stakeholders toward improving neighbourhood vitality? If this sounds like you, the City's Tower Renewal Program is currently seeking an enthusiastic individual experienced in supporting environmental improvement and housing stability within neighbourhoods to join our growing team.

The Community Development Officer role is instrumental in providing support and guidance to building owners and community residents in identifying, developing and implementing multi-faceted improvements at apartment tower sites. Critical aspects of this role include: leading walk-through assessments of buildings, creating implementable action plans with owners and residents, enabling connections and collaboration with City divisions, local utilities and others, as well as community development and support activities. The Community Development Officer also provides technical support and knowledge in a range of areas including energy efficiency, building systems and stakeholder engagement.

Major Responsibilities:

- Implements detailed plans and recommends policies/procedures regarding program specific requirements.
- Supervises, motivates and trains assigned staff and students, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Develops, recommends and administers program and project budgets, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Provides community development services within and for the community-based sector (also known as the Third Sector and the Alternative Service Delivery Sector) to elected officials; volunteers, managers and staff of incorporated and unincorporated groups; and community coalitions.
- Provides management and organizational consulting services to City of Toronto management (senior managers, general managers, executive directors and directors); and boards of directors, management and staff within the community-based sector.

- Co-ordinates and/or provides management advice, project management and policy development support to the Council-initiated, corporately-determined and community-based initiatives on tower renewal.
- Contributes - through management, consultation, co-ordination and policy development - to the implementation of Council's Strategic Plan and Social Development Strategy in order to achieve outcomes that promote a high quality of life, a sustainable community and the achievement of operational excellence (effectiveness and efficiency) at corporate, divisional, and divisional levels and in the community.
- Develops enriched capability and leadership in the field of community development by designing, delivering and administering board, executive and management, and community training and development programs (skill-building, knowledge enhancement and leadership development) within the community based sector (workshops on governance, membership, Board staff roles and responsibilities, effective meeting and evaluation); and with City divisional representatives.
- Creates programs and/or projects from conception as required, and manages a portfolio of projects.
- Administers Tower Renewal Programs: developing and implementing identified priorities, work effectiveness and improvement planning process, and performance measurement framework.
- Promotes, leads and/or co-ordinates from design to implementation, integrated service delivery projects that includes senior managers from city services, funders, residents, educational institutions, business, and community agencies.
- Makes recommendations for technical and environmental improvements for older housing stock for improved building performance and affordability.

Key Qualifications:

1. Post-secondary education (i.e. social work, sociology, planning, environmental studies, or public policy) or equivalent work experience in a discipline pertinent to the job function or equivalent combination of education and experience.
2. Considerable experience in one or more of these areas: community development, community advocacy/engagement, energy and water conservation and/or waste diversion programs, stakeholder management, program development, as well as creating and implementing responses to address changing needs of communities within an anti-oppression framework and including multiple stakeholders in the not-for-profit sector.
3. Considerable experience in problem-solving, and project coordination including the definition of project purpose and objectives, project activities, milestones and deliverables, monitoring and tracking progress, and communications with stakeholders.
4. Experience in the development, design and delivery of community engagement and consultation processes and the utilization of a place-based (local level) approach to identify, build, sustain and leverage community sponsorships/partnerships/networks/coalitions/neighbourhood action and resources along with effective and strategic solutions.
5. Experience developing and/or delivering frontline services, programs or related policy work to address community issues such as mental health, homelessness, substance use, community violence, harm reduction, mutual aid, employment, education, peer support, and/or antipoverty.

6. This high-impact role calls for a consensus builder with sound judgment in public/human relations and partnership development, strong conflict resolution, interpersonal and problem-solving skills, and the ability to recommend effective, strategic solutions at the community level to address systemic issues. A general knowledge of government legislation in the areas of information privacy, employment, occupational health and safety, labour and human rights will add to your success.
7. Demonstrated competency in written/oral communication and presentation abilities, in particular a proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), and you can develop events with a variety of stakeholders and manage competing priorities in a fast-paced environment with high expectations and multiple deadlines.

Note: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](#). Candidates will be required to show proof of vaccination during the recruitment process.

How to Apply:

Please visit the City of Toronto's [Jobs at the City website](#) to submit your online application no later than **Tuesday July 5, 2022**.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).