

Posting: LIP Project Engagement Coordinator

Toronto West Local Immigration Partnership

28 hours - Contract ending March 31, 2022

(Possible extension pending on funding confirmation)

Delta Family Resource Centre (Delta Family) is a non-profit community-based organization that envisions a healthy and empowered community where families and children thrive. Situated in the North Etobicoke, Delta Family serves diverse communities and provides a wide range of programs, services, and activities that enhance individual skills and promotes well being and healthy communities. Known for strength in outreach, collaboration, a focus on programs for Black communities and capacity building, Delta Family is committed to meaningful community development.

Delta Family is seeking an individual committed to community engagement to work as part of a team responsible for facilitating service coordination that supports the implementation of the Toronto West Local Immigration Partnership (TWLIP) strategy. The individual develops creative ways to enhance coordination between service providers in delivering client service processes, community development, communications and public awareness and education. The Local Immigration Partnership (LIP) is a community-based partnership that involves a range of stakeholders in the planning and development of collaborative and innovative solutions to enhance newcomer settlement. Partners include service provider organizations, levels of government, professional associations, residents, and ethno-cultural organizations, and the position works collaboratively with partner organizations (Rexdale Women Centre, and JobStart) to ensure the seamless delivery of project deliverables.

Responsibilities

- Reporting to the Manager- Community Engagement, and working closely with Toronto West LIP Project Manager and other partners to support the collaborative initiative to enhance local delivery of services to newcomers, while promoting the innovative and efficient use of community resources through coordination among social service agencies as well as other community stakeholders.
- Coordinate topic specific Action Groups, including creation and implementation of an annual work plan, logistics of meetings and activities, communication with members, agenda development, minute taking and distribution, outreach, facilitation, and support in accordance with overall TWLIP strategic priorities
- Ensure member participation in all Council meetings and relevant events
- Create and compile content for external communication, including newsletters, e-blasts, social media, and other communication channels; regularly distribute communications
- Identify trends and find creative ways to collaboratively address barriers to newcomer integration
- Conduct, coordinate and analyze extensive primary or secondary research, such as needs assessments, environmental/quantitative data scans, jurisdictional scans, asset mapping, literature reviews, and qualitative phenomenological research
- Participate in network and community agency tables that coordinate and plan for system change in the community and sector: effectively communicate TWLIP information and integrate newcomer perspective; advise on policy revisions and systemic change in the sector based on research, analysis, and community coordination
- Provide evidence and research-based information on emerging needs to participate in Strategic Planning for TWLIP

- Generate, organize and communicate information on opportunities for TWLIP and Action Group member collaboration in planning tables, boards and committees, professional associations and networks.
- Work collaboratively with other Action Groups, Quadrant LIPs and Newcomer Office; provide support within TWLIP to ensure overall project results are achieved
- Maintain communication and updates with Delta Family Resource Centre and promote DFRC activities and programs within TWLIP and City-wide initiatives
- Maintain records of all information related to the Toronto West LIP activities and meetings
- Other relevant duties

Requirements:

- Degree in Social Work, Social Services, Immigrant and settlement Services or related Degree or equivalent relevant experience.
- Minimum two years experience working with coalitions or partnership tables
- More than 2 years experience in community development, project coordination, working with newcomer/immigrant communities, community and event planning.
- Familiarity with demographics, resources supporting newcomer integration and settlement and challenges in Northwest Toronto
- Strong research and analytical skills, experience in data collection, data analysis and program evaluation
- A well-organized team player who is able to take initiative, manage change/transitions with the ability to prioritize and multi-task to meet deadlines and targets
- Excellent verbal and written communication skills, ability to network, build skills within a team environment and get stakeholder and community buy-in for change initiatives
- Demonstrated commitment to principles of Equity, Anti-Oppression and Anti-Black Racism
- Ability to work independently, as well as to take direction and to work within the policies, procedures, inter-agency protocols and the philosophy of Delta Family
- Proven ties and strong familiarity with the Local Immigration Partnership is an asset
- Strong knowledge-base of immigration, settlement and Violence Against Women sector is an asset
- Knowledge of social media, online outreach tools and website design is an asset
- Ability to speak other relevant language is an asset
- Must be able to work flexible hours

Salary – \$49,977 pro-rated for 4 days/week

Application closing date: 4pm on March 23rd 2021

Delta Family is an equal opportunity employer

Forward resume and cover letter quoting position title:

“LIP Posting” to:

Hiring Committee Delta Family Resource Centre Email: [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

We thank all applicants for their interest.

Please note that only short-listed candidates will be contacted

Delta Family is a unionized workplace, and Internal candidates will be considered before external applicants are reviewed