

ACCESS TO SPACE COORDINATOR

The Access to Space Coordinator is a contract part-time (22 hours/week) position created through a project of the Community Building Working Group of the Regent Park Social Development Plan. This is a six-month contract position with the possibility of a three-month extension.

The Access to Space Coordinator is responsible for facilitating access to use of community space in Regent Park. The Access to Space Coordinator will report to the Executive Director of Neighbourhood Information Post. The Project Steering Committee will provide oversight.

Responsibilities include:

- Collect information about existing policies regarding use of space in Regent Park;
- Identify barriers and challenges Regent Park residents face in accessing community spaces;
- Connect and hold discussions with community organizations/stakeholders who manage spaces;
- Identify needs of community/grassroots organizations for access to space in the community;
- Develop recommendations and solutions-based initiatives to allow community access to space;
- Engage in dialogues with youths, community/grassroots organizations and residents to make possible community access to more spaces in the neighbourhood;
- Create and pilot a “community access to space” initiative in at least three new spaces with a replicable easy process to access community spaces;
- Carry out project evaluations;
- Coordinate Project Steering Committee meetings and record meeting minutes;
- Project evaluation through compilation of project reports and data
- Attend all relevant meetings;
- Perform other related duties as required by the Project Steering Committee.

Requirements and Qualifications:

- College Diploma in Social Service Work, Community Work or Related Discipline, or equivalent experience, with a minimum of 2 years related work experience;
- Current Regent Park resident is an asset;
- Knowledge of and experience in working in Regent Park is an asset;
- Experience in project evaluation is an asset;
- Experience in gathering information on procedures and policies;
- Familiarity with TCHC and social service agencies in Regent Park;
- Excellent record-keeping skills;
- Attention to detail and accuracy;
- Computer proficiency, particularly with MS Office (Excel, Word and Powerpoint etc) and virtual meeting platforms;
- Demonstrated organizational, planning and facilitation skills;

- Able to prioritize effectively;
- Effective problem-solving skills;
- Reliability and integrity;
- Able to work effectively in a diverse and multicultural environment with sensitivity and empathy;
- Police check required.

The deadline for application is: May 18, 2021. Interested candidates may send their resumes with a cover letter to com-buildingjobs@nipost.org by email.

Telephone calls and faxes will not be accepted. We thank all candidates, however only those selected for an interview will be contacted. Employment Equity Hiring Policy is in place.