



Toronto Community  
Benefits Network

## **JOB POSTING: COORDINATOR, WOMEN IN CONSTRUCTION AMBASSADORS PROGRAM**

Full time, 35 hours/week, Contract

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](http://communitybenefits.ca).

### **ROLE SUMMARY**

Reporting to the Executive Director, the position is primarily responsible for coordinating the development and implementation of an outreach program designed to inform and connect women to jobs and other opportunities that result from grass roots organizing for community benefits. The Coordinator for the Women in Construction Ambassadors Program will work with a team of part-time Women in Construction Ambassadors drawn from neighbourhoods where construction projects with Community Benefits Agreements are underway, (or anticipated) to ensure that women are informed and prepared to benefit from the opportunities that can result from these agreements: jobs and apprenticeships in construction trades; professional, technical and administrative jobs; social procurement and neighbourhood and environmental improvements.

### **Training and awareness campaigns**

- Work in coordination with the TCBN staff, local part-time Women in Construction Ambassadors, and local groups to customize and implement a communication and outreach strategy designed to reach and inform networks of women about economic opportunities that can result from Community Benefits Agreements, and prepare those who are interested for next steps.
- Work with partners' site-level representatives to implement project activities and complement ongoing activities
- Serve as project representative as authorized

### **Resident Engagement:**

With support and guidance from the TCBN staff, and local TCBN members

- Support Women in Construction Ambassadors to improve their capacities to effectively reach out and connect to local women, setting targets, identifying strategies, addressing questions and providing guidance for next steps for those interested.

- Support the project staff in organizing meetings and participating in the meetings with TCBN members
- Facilitate local women to meet and ask questions of women already in construction, build their networks with one another and participate in education workshops relevant to careers in construction, social procurement and environmental improvements.
- Take part in organizing activities

**Monitoring and Reporting:**

- Field telephone calls and email inquiries from the public and stakeholders, record relevant information and prepare accurate and timely reports
- Monitor and contribute regularly to TCBN's social media platforms, newsletter and website, including uploading events to the website and monitoring RSVPs; administer surveys and polls
- Monitor and report on project targets and activities
- Prepare monthly, quarterly, and annual work plans for the project activities and integrate the same with other partners
- Prepare and submit monthly and all other types of progress reports and case studies on various surveys, good practices
- The Coordinator of Women in Construction Ambassador's program will also perform any other jobs as requested and required by management from time to time as and when required.

**Desired competencies:**

- Team work
- Demonstrates integrity by modeling the TCBN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Plans, prioritizes, and delivers tasks on time
- Responds flexibly & positively to change through active involvement
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- In-depth knowledge on community benefits issues
- Ability to advocate and advice on community benefits issues

**Eligibility and Qualifications Required:**

- Strong desire to see women succeed in non-traditional occupations and sectors
- Prior knowledge of or demonstrated interest in learning about trades, apprenticeship and professional, technical and administrative jobs in construction
- 1 year of relevant work or volunteer experience in community
- Previous demonstrated experience working in and or leading a project team
- Excellent verbal and written English skills
- Familiarity with the social context of neighbourhood improvement areas in Toronto
- Experience mobilizing community members
- Fluency in a second language spoken by members of the community both written and spoken, an asset

**TERMS OF EMPLOYMENT:** This is an opportunity for community resident leader living in one of the Neighbourhood Improvement Areas impacted by the Eglinton Crosstown or Finch LRT transit builds or who belong to an equity seeking group. TCBN maintains a healthy, 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 "Women in Construction Ambassadors – your name" as the subject line.

**DEADLINE:** Resumes must be received by **November 13, 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.