



# Job Description

## Job Title: Community Network Lead

**Job Status:** full time, 40 hrs per week @ \$20/hour  
3-year contract position

### Position:

The Community Network Lead will create and develop community action groups and expand community reach through programming in alignment with the mission of The Journey Neighbourhood Centre.

### Responsibilities:

- Identify and recruit community members to establish Community Action Groups (CAG)
- Oversee the expansion of community programming
- Build community capacity to address chronic issues
- Develop responses to issues (i.e. racism, human trafficking, housing)
- Recruit community communicators
- Conduct community meetings
- Facilitate inter-agency collaborative meetings
- Build connections and relationships within the Ardglen/Orenda neighbourhoods
- Develop, conduct and analyze community surveys
- Organize leadership training sessions
- Conduct research on community development
- Prepare reporting required under the funding agreement for this project
- In conjunction with The Journey staff assist with event planning and activities
- In conjunction with The Journey staff assist with volunteer recruitment

### Qualifications:

- Diploma or equivalent in social sector work and/or equivalent experience
- Community service experience
- Leadership experience
- Experience recruiting and managing community leaders/volunteers
- Passion for making social change

### Skills:

- Comfortable with door-to-door community engagement
- Embraces diversity with compassion
- Ability to empower, delegate and work through others
- Possess a high degree of confidentiality/discretion
- Self-motivated and punctual
- Ability to work collaboratively with a wide variety of people
- Gifts in organization and administration
- Strong interpersonal and listening skills
- Strong communication, leadership, planning and organizing skills

- Positive and professional attitude and approach
- Ability to develop specific goals and plans, and to prioritize, organize, and accomplish your work and support similar objectives with staff and key volunteers

### **Support & Accountability:**

- Accountable and responsive to the Centre Manager
- Attends staff and one-on-one meetings
- Participate in performance reviews
- Provides regular reports (defined by the Centre Manager)