



JOB POSTING

**Coordinator, Community Development
(Events & Storytelling)**
Full-Time Contract | Job #24-14

ELIGIBILITY TO APPLY

Anyone eligible is invited to apply for this position.

PRIMARY FUNCTION

Reporting to the Manager, Community Events & Storytelling, the Coordinator, Community Development (Events & Storytelling), is responsible for the development, delivery, and evaluation of community activation, consultation, and engagement opportunities that are focused on deepening relationships and community connections, with a particular focus on Latin American communities.

This role will engage with LGBTQ+ Latin American community members and organizations, the broader 2SLGBTQ+ community, local residents and other stakeholders in a comprehensive consultation process to identify gaps in existing services, current community needs, and opportunities for partnerships with organizations with who serve Spanish and Portuguese speaking LGBTQ+ community members. This role will help lead the development and delivery of new programs and initiatives that work with and serve Latin American LGBTQ+ community members.

This role will also support projects focused on:

- Preserving and sharing the stories of 2SLGBTQ+ BIPOC elders and advocates through multimedia storytelling that celebrate the resilience, resistance, and contributions of 2SLGBTQ+ BIPOC communities.
- An oral history project related to Toronto's AIDS memorial, focused on telling the stories of the people commemorated through the memorial while exploring the memorial's history and adding names to the memorial that have been missed over the years.
- The 519's 50th anniversary celebrations, which will include large-scale events, archival and storytelling projects, and community-led activations.

This role will help coordinate key internal priorities of The 519, focused on increasing engagement and community capacity building. It will support The 519's commitments to racial justice and reconciliation with Indigenous communities.

This exciting and challenging role requires a creative, results-oriented individual with highly developed relationship management and communication skills, and the proven ability to work collaboratively and connect with diverse communities through innovative initiatives and community development approaches.



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KEY ACCOUNTABILITIES

- Coordinate and facilitate engagement and consultation opportunities that support the meaningful engagement of LGBTQ+ Latin American communities.
- Develop, implement, and evaluate social, recreational, and wellbeing-based programs, events, and activations focused on meeting the needs of LGBTQ+ Latin American communities while fostering stronger connections across and within diverse communities.
- Work collaboratively with The 519 staff and community partners to develop and deliver community outreach, consultation opportunities, and advocacy campaigns that respond to community needs and organizational priorities.
- Build and maintain positive working relationships with key local and 2SLGBTQ+ community stakeholders, including community-based and grassroots organizations, arts and culture organizations, and organizations that serve Spanish and Portuguese speaking communities.
- Identify and work with community members interested in taking on community leadership roles and support and nurture the leadership skills of individuals and/or groups to improve community capacity to respond to issues and develop community-based programs.
- Support program engagements and activations focused on collecting the stories of BIPOC elders and community members connected to the AIDS memorial. Develop low-barrier opportunities for community members to engage in story collection and sharing.
- Support program engagements and activations focused on 2SLGBTQ+-focused climate resiliency.
- Actively participate and represent The 519 in relevant community-led initiatives, coalitions, and campaigns as needed.
- Research, collect and analyze information and current events to help support community engagement.
- Develop and support cross-departmental activations and programming activities, including large-scale community events, ongoing community programming, and third-party community initiatives.
- Balance team and individual responsibilities, exhibit openness to others' views, give and welcome feedback, contribute to building a positive leadership team outlook and support everyone's efforts to succeed.
- Maintain appropriate record keeping, conduct research, analysis and prepare regular timely reports and statistical information that support the department.
- Participate in and support The 519's broader activities, policies and procedures.
- Implement and abide by The 519's policies and procedures and comply with all applicable legislation and regulations including The 519's anti-discrimination and harassment policies, confidentiality, MFIPPA and purchasing and inventory control systems.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE

1. Post-secondary education in a related field and/or 3+ years of experience working in a high-energy non-profit, advocacy, political, stakeholder relations, or social service setting.
2. Fluency in Spanish and/or Portuguese required.
3. Experience developing and coordinating community programming and events.



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4. Experience and knowledge of equitable and participatory community consultation processes and strategies.
5. Experience in navigating complex stakeholder relation dynamics, working with elected officials, community and grassroots organizations, and members of the public.
6. Demonstrated experience in meeting facilitation, public outreach, and community mobilization.
7. Knowledge and experience in storytelling, arts, or archiving is an asset.
8. Strong knowledge of Latin American communities in Toronto, of the Church-Wellesley and broader Downtown East communities and insight into community leadership, composition, networks, and resources.
9. Demonstrated ability to anticipate problems and conflicts, actively seek solutions, and de-escalate situations.
10. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
11. Strong written, organizational, analytic, and public speaking skills.
12. Ability to work both collaboratively and independently and to juggle multiple tasks under time constraints.
13. Computer skills (particularly Microsoft Office programs including Word, Excel and Outlook) and proficiency in utilizing the internet.
14. Working knowledge of MFIPPA, CCRA and other relevant legislation.

POSITION DETAILS

Position Status	Full-Time Contract (2 years) with possibility of extension or conversion to permanent
Union Status	Union Position - CUPE Local 2998 – Wage Grade 9
Starting Hourly Rate	\$27.18/hour starting rate (City of Toronto 2024 Wage Grid for Union Staff) (Range \$27.18/hour-\$31.48/hour)
Benefits	Enrolled in health, dental, life and disability benefits after completing probation; Optional enrolment in OMERS pension plan from day one.
Hours of Work	40 hours per week, flexible scheduling with the expectation of regular evening and weekend work
Vacation	3 weeks per year; available for use after one year of employment
Location	Due to the nature of this position, the successful applicant will be expected to work primarily on-site at The 519 (3-4 days per week) with some opportunities to work from home where scheduling permits.



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APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **11:59pm, Wednesday September 11th 2024**. Please quote **Job #24-14** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 24-14 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

Accommodation: *The 519 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.*