



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire a:

Community Services Coordinator

1 -Full Time, Permanent (35 hours/week)

Reporting To: Manager, Community Services

Purpose: The Community Services Program Coordinator is responsible for the coordination, implementation, monitoring, and evaluation of Community Services programs, with a primary focus on Food Security, Food Bank Operations, Seasonal Programs, Volunteers, Outreach, and Community Partnerships.

The Coordinator works collaboratively with staff, volunteers, donors, students, and community partners to ensure programs are responsive to community needs and delivered in an efficient, safe, and equitable manner. The position supports program planning, resource development, volunteer engagement, reporting, and continuous quality improvement.

Key areas of responsibility:

- Coordinate with staff, volunteers and students to lead the delivery of the community services programs
- Coordinate seasonal initiatives such as Holiday Programs, Tax clinic and other community events
- Coordinate and support program level coverage as needed
- Ongoing development, implementation, monitoring and evaluation of programs
- Volunteer recruitment, training, orientation and supervision
- Placement student training, orientation, supervision and evaluation
- Statistics are entered into the PSS data system weekly and reported monthly
- Supports the manager with program assessments, funding applications and statistical reports
- Maintain strong donor relationships
- Support community outreach initiatives such as; food/furniture drives and special fundraisers
- Maintain and build relationships with food donors, suppliers, community organizations, and partners
- Ensure the safety of staff, volunteers and students in the working environment
- Ensure programs are delivered in accordance with safe food handlers and organizational policies, procedures, and service standards.



- Participate in and represent the organization at organizational committees and appropriate community committees meetings or events
- Perform other duties as assigned that are reasonable within the scope of the job

Educational and/or Professional Qualifications:

- Demonstrated knowledge, skills and abilities in community services, social service work, community development, human services, or other related fields, either attained from a degree or diploma from an accredited university or college program or through an equivalent level of experience
- Demonstrated knowledge and experience supporting individuals with food insecurity, poverty reduction, community development, mental health and addictions issues
- Knowledge of volunteer engagement and community partnership development
- Experience in health and safety protocols
- Food Handlers certificate (Asset)
- Valid G License (Preferred)

Level of Experience:

- Two to three years of experience working in community, health, non-profit, or social service environment
- Experience coordinating community-based programs
- Experience coordinating staff, students and volunteers
- Experience in program monitoring and evaluation
- Experience with monitoring and evaluating statistical reporting
- Experience supporting donor engagement and community outreach activities

Skills and Attributes

- Knowledge and understanding of low income and/or vulnerable populations in the Scarborough community and their complex needs
- Effective skills in conflict resolution, mediation and crisis management
- Strong leadership, organizational and time management abilities
- Strong communication, verbal, listening and writing skills
- Sensitivity to and awareness of cultural, racial and socio-economic diversity within the Scarborough community
- Skills in program development, implementation, monitoring and evaluation
- Current knowledge of relevant resources (within and external to the community) for referral purposes
- Proficiency in the use of computers and various software applications
- Valid driver's license to drive in Ontario and access to a vehicle is preferred

Significant Working Conditions

- Ability to move product and supplies, including lifting, carrying, pushing, or pulling up to 50lbs or more
- Flexibility of hours – evenings and/or weekend work will be required
- Travel within the community will be required
- Working in TCHC buildings and in the community or standalone sites



Remuneration: \$26.37- \$29.78

Pay Band: H

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please apply in confidence to HR by email: recruitment@schcontario.ca

We would like to thank all applicants; only those invited to interviews will be contacted.

Note: Please quote CSC-FB in the subject line.

This is an **existing vacancy**.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+.

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

Find us on Social Media: [Facebook](#) – [Twitter](#) - [Linked In](#) – [You Tube](#)