

JOB POSTING

Coordinator, Community Wellbeing & Support

Casual/Relief
Job #25-12

ELIGIBILITY TO APPLY

Anyone is invited to apply for this position.

ABOUT THE PROJECT

The 519's Community Wellbeing Plan is a multi-year, cross-organizational plan focused on advancing community wellbeing, resilience, safety, and belonging by deepening The 519's local and community development, engagement and activation activities. This inter-departmental team, works closely with staff across The 519, partner organizations, and neighbourhood actors in the development and implementation of the plan. This exciting opportunity is well suited for energetic, inventive thinkers with a commitment to equity, 2SLGBTQ+ communities, and on the ground community-based work.

PRIMARY FUNCTION

Reporting to the Manager, Community & Peer Programs, the Coordinator, Community Wellbeing and Support, is responsible for the development, implementation, and evaluation of low-barrier community supports and services for diverse 2SLGBTQ+ communities and our local neighbourhood. This front-facing community role is the first point of contact for all people entering The 519. The staff will focus on relationship building with various program, service, and building users and will engage effective crisis prevention and intervention skills to create a safe and welcoming community centre through a lens that prioritizes The 519's commitments to racial justice and reconciliation with Indigenous communities.

KEY ACCOUNTABILITIES

- Actively engage community in The 519's lobby spaces and take up excellent community service and engagement standards including welcoming people, supporting wayfinding, information-sharing, providing meaningful and appropriate referrals, etc.
- Utilize effective anti-violence strategies including excellent crisis prevention, de-escalation, and crisis intervention skills to facilitate meaningful space use and access for diverse community members.
- Coordinate and lead the development, implementation and evaluation of low-barrier fun, engaging, and dynamic community engagement programming opportunities within The 519's lobby and building spaces, Barbara Hall Park, and the local neighbourhood. – e.g. arts-based engagements, skills-building classes and workshops, physical activity and recreation engagement, community organizing opportunities, park clean-ups, etc.
- Develop, implement, and evaluate building animation through 'Open Doors' doors, community townhalls, building tours, and fun social events and opportunities for community members to connect and build relationships.
- Respond collaboratively to critical incidents in the community and facilitate the mobilization of resources and supports as required.

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- Support the enactment of The 519's Hazardous Weather Plan in instances of extreme weather conditions to reduce negative impacts on the diverse community members we work with.
- Conduct thorough building checks at the end of each shift with the Operations Team and address any safety concerns promptly including elevating safety and facility issues to management in accordance with established protocols.
- Develop opportunities for neighbourhood residents who live outside to participate in Barbara Hall Park and neighbourhood stewardship activities (e.g. arts-based engagements, park clean-up activities, community circles, and community fairs/events).
- Work collaboratively with housing team to support information gathering, analysis, and actions regarding the housing needs and challenges of 2SLGBTQ+ community members and Church-Wellesley residents (housed, precariously housed, unhoused).
- Continue and expand the development, implementation, and evaluation of signature community events (e.g. Black History Month, International Women's Day, Sports Day, International Overdose Awareness Day, Trans Day of Remembrance, etc.).
- Support the coordination and delivery of existing low-barrier, drop-in programming at The 519 including set up, food service and kitchen tasks, tear down, and team debriefing.
- Bridge basic needs gaps for community members through the provision of key supports and referrals (e.g. harm reduction supplies, food, shelter referrals, health services referrals, clothing, and emergency fund supports) in line with community resiliency plans.
- Support and advance our work related to mental health and substance use through community outreach and engagement with people who use drugs including harm reduction supply distribution and clean-up using prescribed PPEs.
- Represent The 519 as a strong ambassador and support cross-agency coordination at various community tables, committees, and partnership endeavors (including neighbourhood, and sector-based tables).
- Work collaboratively with colleagues, neighbours, partner agencies, advocates, policy makers, and thought leaders to develop and implement innovative local and city-wide initiatives to better understand, and respond to, diverse 2SLGBTQ+ experiences of violence and foster community resilience and wellbeing.
- Provide direct service supports to 2SLGBTQ+ people who have experienced violence, with a focus on people who use drugs/crystal meth, and/or are un/underhoused including: systems navigation, advocacy, and referrals.
- Support internal and partner capacity building through education and training, workshops, and engagement opportunities to deepen knowledge and practical skills concerning anti-violence approaches, community and climate resiliency, mental health and substance use, overdose recognition and response, community crisis response, and share timely information about meaningful services, supports, resources, referrals, and opportunities.
- Serve as a spokesperson for our anti-violence and community wellbeing work in a range of settings and with diverse audiences.
- Provide leadership, support, and oversight to dedicated volunteer teams.
- Balance team and individual responsibilities, exhibit openness to others' views, give and welcome feedback, contribute to building a positive leadership team outlook and support cross departmental teammates to support a vibrant community centre space and neighbourhood presence.

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- Maintain appropriate record keeping, conduct research, analysis and prepare regular timely reports and statistical information that support the department.
- Actively engage in supervision, team meetings, breakout planning teams, assigned trainings, professional development opportunities, and internal committees and The 519's broader activities (e.g. All Staff meeting, Green Space Festival, etc.).
- 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 4+ years of experience working in a fast-paced community organization, mental health and substance use, crisis support services, and/or social service setting
2. Highly knowledgeable of current issues and trends in social inclusion and isolation, anti-violence frameworks and activities, 2SLGBTQ+ communities, community engagement, advocacy, community resilience, community safety, policing, mental health, substance use, and animation of mixed income neighbourhoods
3. Extensive knowledge and experience in crisis prevention, de-escalation and crisis intervention skills, strategies, and approaches
4. Role requires a creative individual with highly developed relationship building and maintenance, as well as communication skills, and the proven ability to work collaboratively and connect with diverse communities through innovative initiatives and holistic community engagement practices to foster community wellbeing.
5. Extensive knowledge of the issues and best practice approaches working with 2SLGBTQ+ community members who use drugs/crystal meth, and/or have experienced violence and/or trauma acquired through lived experience and/or work in the field.
6. Experience in developing and coordinating community programming and events
7. Demonstrated experience in effective outreach and community mobilization
8. Able to lift 30lbs and move/set up/strike tables, chairs, basic furniture items, outreach items, and support with kitchen tasks like food service and dishwashing.
9. Strong knowledge of the Church-Wellesley and broader Downtown East communities and insight into community leadership, composition, networks, and resources
10. Experience in generating, nurturing, and sustaining meaningful internal, and cross-sectoral, partnerships
11. Experience developing, coordinating, and leading popular and political education curricula, and training, as well as meeting facilitation
12. Excellent verbal and written communication, information management and data tracking, time management and organizational skills
13. Ability to work both collaboratively and independently and to juggle multiple tasks under time constraints
14. Proficient in Windows, Microsoft suite, database applications (e.g. Salesforce), and various virtual meeting and gathering platforms
15. Working knowledge of MFIPPA, and other relevant legislation.

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POSITION DETAILS

Position Status	Casual / Relief
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	Not eligible for health and dental benefits. Eligible to enroll in OMERS pension plan effective Day 1.
Hours of Work	Casual/Relief as required. Various shifts, including weekdays, evenings and weekends.
Vacation	Receive 4% vacation pay on every pay cheque
Location	Due to the nature of this position, the successful applicant will be expected to work on-site at The 519 and in the Church-Wellesley neighbourhood.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **11:59pm, April 21, 2025**. Please quote **Job #25-12** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-12 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.*