



Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
☎(416) 284-4184 ★ Fax 416-293-1997
Website: www.mfrc.org ★ Email: mail@mfrc.org

ANC Program Facilitator
Job Description

Position: ANC Program Facilitator
Department: Action for Neighbourhood Change

Summary:

Responsible for supporting resident engagement programs, resident training, community development and consultation initiatives, as well as support to grass-roots community groups. Implements United Way's Action for Neighborhood Change initiative as per United Way agreement with Malvern Family Resource Centre.

Administrative Responsibilities:

- Develop and review correspondence, forms and other documents for distribution and record-keeping
- Plan, minute, facilitate and conduct follow-up from community meetings as required
- Assist in production and distribution of community outreach materials including monthly newsletters/information bulletins
- Co-ordinate scheduling and booking space required for ANC programs, activities and events
- Support incoming and outgoing communication to department
- Develop governance structures internally and support resident groups to develop their own systems
- Support financial record-keeping as well supporting financial accountability with respect to other grants received and trustee resident initiatives
- Maintain statistics and record-keeping regarding program attendance, resident participation, and volunteer contributions
- Purchase and ensure adequate supplies are available in all program locations including groceries and equipment
- Ensure all programs are achieving and maintaining targets as set out by funders
- Actively source and prepare grant proposals
- Ensure the implementation of agency policies and procedures
- Provide written program reports and statistics as required by agency and funders
- Assist with client and volunteer assimilation into other ongoing programs at the Centre
- Ensure all relevant documentation/records are maintained and kept in secure location

Community Development:

- Develop and maintain relationships with local schools, community agencies, housing co-operatives, recreation centres, libraries, etc. within the Malvern community as well as other community partners
- Participate in relevant community development learning opportunities and tables (i.e. ANC Cross-site meetings)
- Identify resident capacity building needs & organize training and leadership programs for community members
- Organize and work with ANC team and other MFRC staff members working on community development regarding events and other pertinent activities
- Support strategic planning exercises and consultations with community groups and ANC workgroups
- Build and support community networks with multiple stakeholders (i.e., Malvern Food Security workgroup, Community Gardens workgroup and the Transportation Working Group)
- Support the development of ANC's volunteer base
- Organize volunteers to support the ongoing management of neighbourhood projects and pilot programs (i.e., community gardens, markets, harvest festival, breakfast clubs, storytelling activities etc.)
- Support facilitation of resident committee meetings

Outreach:

- Support the implementation and monitoring of annual outreach plan for department
- Review and synthesize outreach feedback from ANC volunteers, providing appropriate feedback where necessary



United Way
Toronto & York Region

1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

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Other Responsibilities:

- Keep current on community development trends and research as well as current events that impact the local neighbourhood
- Attend all meetings required by funders
- Attend staff meetings, training sessions and other MFRC related events.

Skills, Education, Experience and other Requirements:

- Minimum of 2 years experience in community development and completion of post-secondary degree in relevant field
- Ability and availability to work flexible hours (including evenings and weekends)
- Experience with community development initiatives and direct engagement with residents
- Strong knowledge of community food security issues and experience animating and supporting community food projects
- Strong familiarity with the Malvern community and its demographics
- Knowledge of additional languages is an asset (Tamil, Urdu, Hindi, Tagalog or other highly spoken language in the community)
- Demonstrated ability to multi-task in a fast-paced environment and manage multiple deadlines
- Proven organizational skills and excellent attention to detail
- Valid Driver's License with access to a vehicle an asset
- Proficient in computers and appropriate software (Microsoft Word, Excel, PowerPoint)
- Excellent oral and written communication skills
- Strong planning, organization, conflict resolution and interpersonal skills working within diversity
- Ability to work independently and as part of a team
- Criminal reference check is required
- Commitment to non-discrimination practices and an anti-oppression framework
- Assists with other duties as assigned

Hours & Benefits:

This is a full time, contract position until March 31st, 2018 with possibility of renewal.

Accountability:

Position will report to the ANC Program Coordinator

Closing Date: Monday February 20th, 2017 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – ANC Program Facilitator' as the attached file name in .doc or .pdf format. No phone calls please!

If submitting your candidacy by fax then please submit marked 'Attention: ANC Program Facilitator Hiring Committee' to 416-293-1997 or by e-mail to dansari@mfr.org.

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.

