



**Malvern Family Resource Centre**  
90 Littles Road, Scarborough, ON M1B 5E2  
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Website: [www.mfrc.org](http://www.mfrc.org) ★ Email: [mail@mfrc.org](mailto:mail@mfrc.org)

**ADMINISTRATIVE ASSISTANT & COMMUNITY ENGAGEMENT WORKER**  
**Job Posting**

**Position:** Administrative Assistant & Community Engagement Worker  
**Department:** Action for Neighbourhood Change

**Summary:**

The position will oversee the development and capacity building of resident led & stakeholder tables as well as support mentorship, engagement and knowledge exchange activities.

**Administrative Responsibilities:**

- Assist with ANC-related events and activities
- Prepare documents for distribution, outreach or record-keeping
- Plan, facilitate and conduct follow-up from community meetings as required
- Assist and lead in production community outreach materials in consultation with ANC Coordinator
- Develop and review correspondence, forms and other documents
- Coordinate scheduling and booking of ANC spaces
- Support incoming and outgoing communication (telephone, mail or electronic)
- Order supplies and maintain inventory
- Develop administrative systems (filing, etc.) and provide administrative support to the ANC projects and initiatives
- Participate in relevant training opportunities

**Community Engagement:**

- Host and participate in strategic planning exercises with community groups
- Support the development of ANC's volunteer base
- Support resident-led committees in the neighbourhood
- Facilitate connections between residents and stakeholders
- Develop relationships with various housing co-operatives in the community

**Outreach:**

- Develop an outreach plan in consultation with ANC Program Coordinator in order to promote ANC initiatives and advance neighbourhood strategies
- Coordinate the implementation and monitoring of the outreach plan

**Other Responsibilities:**

- Keep current on trends in community development and evolving community needs
- Attend all meetings required by funders
- Support agency events and initiatives

**Skills, Education, Experience and other Requirements:**

- Ability and availability to work flexible hours (including regular evenings and Saturdays)
- Experience with community development initiatives and direct engagement with residents
- Have a strong familiarity with the Malvern community and its demographics
- Minimum post-secondary completion in community development or equivalent combination of education and experience
- Knowledge of additional languages is an asset (Tamil, Urdu, Hindi, Tagalog, Arabic or Cantonese/Mandarin)
- Experience in office coordination within an office environment
- Demonstrated ability to multi-task in a fast-paced environment (demonstrated experience multi-tasking and working effectively in a face-paced office environment)
- Strong computer skills (including MS Office Suite) and experience with basic graphic design
- Proven organizational skills and excellent attention to detail
- Excellent telephone manner and listening skills
- Experience effectively engaging residents and other stakeholders within the community
- Experience as a participant or leader of community meetings or events



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- Proven ability to work effectively with a diverse group of people
- Project management and/or coordination experience
- Various other duties, as necessary

**Hours/Contract Length:**

This is a part-time, contract position for at 20 hours/week for 12 months with possibility for additional hours. Probationary period is three months.

**Accountability:**

Position will report to the ANC Program Coordinator.

**Closing Date: Friday April 13th, 2018 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – ANC Administrative Assistant & Community Engagement Worker 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: *Action for Neighbourhood Change* Hiring Committee' to 416-293-1997 or by e-mail to [kthornhill@mfrc.org](mailto:kthornhill@mfrc.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. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at [aoda@mfrc.org](mailto:aoda@mfrc.org) (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)*