

Neighbourhood Support Worker (NSW)

with Grange Hill East Neighbourhood Group

Wage: \$18.00 per hour

Hours: 30 hours per week, mostly daytime Mon-Fri. Some evening and weekend work required.

Start Date: March 2018

Grange Hill East Neighbourhood Group

We are neighbours connecting with neighbours, passionate about building a safe, welcoming and inclusive community. We want to celebrate the notion of difference, as it strengthens our individual and collective decision making ability, and the richness of our neighbourhood.

Working Environment

This position animates and supports spaces and partnerships around the Grange Hill East neighbourhood: East of Victoria Rd; South of Eramosa Rd; North of York Rd. The NSW will have office hours at the community room at Ken Danby Public School, at the 394 Auden Road housing complex, and at the 470 Auden Rd emergency the food cupboard. some outreach and partnership-building work in the other spaces around the neighbourhood.

Purpose of Role

We are a Neighbourhood Group responding to the assets, issues, programs, services and people in the Grange Hill East community. We're looking for someone to continue building positive relationships with community members and partner organizations. The successful candidate will focus their work on Neighbourhood Group communications, volunteer engagement, support for community-led programs and services, and expanding the Neighbourhood Group's outreach. The ideal candidate is comfortable in a dynamic and changing work environment, and consistent in their approach to building community.

Responsibilities

- Participate in, and support the work of the Neighbourhood Group (communicate with committees, volunteers, and staff; attend and lead meetings; foster partnerships within the neighbourhood; liaise with other community organizations).
- Complete office and administrative duties connected to the Grange Hill East Neighbourhood Group such as emails, website, meeting agendas, promotions and posters, participant stats, registration forms, financial management, grant applications, and other relevant duties.
- Outreach to the local community to raise the awareness of, and attendance at the Neighbourhood Group's activities and services.
- Respond to identified Neighbourhood Group priorities/goals as they change over time.
- Supervise and support the Neighbourhood Group Program Staff.
- Recruit and engage volunteers and supporters to be part of the Neighbourhood Group work.
- Address and reduce barriers to community participation, and encourage engagement in all aspects of the Neighbourhood Group.
- Respect and uphold the mandate of the Guelph Neighbourhood Support Coalition, and focus your work on the core outcomes of the GNCS

- Assist community to plan, promote, and deliver community events, programs and services.
- Seek community feedback to evaluate and improve services, programs and events.
- Respond to and include all participants with respect and compassion, especially those at risk.

Qualifications

Paid or unpaid experience or knowledge in the following areas:

- Demonstrate an understanding of the Grange Hill East neighbourhood and the Neighbourhood Support Coalition.
- Ability to build relationships across diverse identity groups.
- Strong communication skills both verbal and written.
- Ability to work independently and make decisions with limited supervision.
- Strong collaboration skills and ability to work as part of team.
- Strong organization skills, especially the ability to prioritize and multi-task.
- Volunteer engagement and management certificate, or related work experience
- Experience working with community associations, and general community engagement practices.
- Experience with multiple communication platforms (newsletters, social media, website content, and office administrative duties)
- Basic conflict management and facilitation skills.
- Event and program planning experience is an asset.
- A valid Ontario Drivers' License is an asset.

Prioritization

The position is open to all qualified candidates. Our goal is to attract, develop and retain talented employees from diverse backgrounds, allowing the community to benefit from a wide variety of experiences and perspectives. Preference will be given to BIPOC, LGBTQ2+, persons with disabilities, and other diverse backgrounds.

Please send your resumes and cover letter to:

Grange Hill East Neighbourhood Group Hiring Committee

jobs@guelphneighbourhoods.org

by Monday, Feb 26th, 2018 @ 5:00 p.m

or by mail or visit to 42 Carden Street, Downtown Guelph, N1H 3A2

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance, however, only those being considered for an interview will be contacted.