

Neighbourhood Support Worker (NSW)

with Onward Willow Neighbourhood Group

Wage: \$17.00 per hour

Hours: Up to 30 hours per week (some set, and some flexible hours)

Start Date: As soon as possible

Mandate of GNSC

The Guelph Neighbourhood Support Coalition is dedicated to creating and fostering safe, inclusive spaces for all members of our communities. We hold diversity and equity practices as foundational in our coalition. We strive to make our programs, spaces, and practices equitable and inclusive. We acknowledge that discrimination occurs on individual and systemic levels to further marginalize designated groups. Our organization is open and welcome to individuals and groups regardless of race, sex, gender identity, sexual orientation, ability, age, nationality, place of origin, colour, ethnicity, culture, citizenship, mental health, religion or faith, socio-economic status or marital status. We want to celebrate the notion of difference, as it strengthens our individual and collective decision making ability and the richness of our neighbourhoods.

Working Environment

Onward Willow Neighbourhood Group has a donated space in a townhouse at 15 Willow Rd. This serves as the main space from which we can run our programs, services and communications. The community is larger than the centre, so we're looking for someone to support our community development work in all spaces encompassing the neighbourhood west of Edinburgh Rd; east of the Hanlon Pkwy; north of Paisley Rd; and south of Woodlawn Rd.

Purpose of Role

We are a Neighbourhood Group working with and responding to the passionate, dynamic and diverse Onward Willow community. We're looking for someone to continue building positive relationships with community members and partner organizations. The NSW will focus their work on volunteer engagement, the continued design and delivery of community-led programs and services, and expanding the Neighbourhood Group's outreach.

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).
- Support and assist the work of the front desk volunteers at the Onward Willow Centre.
- Recruit and engage volunteers and supporters.
- Assist community to plan, promote, and deliver events, programs and services.
- Respond to identified community priorities/goals.
- Outreach to the local community to raise the awareness of, and attendance at the Neighbourhood Group's activities.
- Seek community feedback to evaluate and improve services, programs and events.
- Complete administrative duties connected to the Onward Willow Neighbourhood Group such as financial management, participant stats, registration forms, grant applications, and other relevant duties.

- Address barriers and encourage engagement in all aspects of the Neighbourhood Group.
- Respond to and include all participants, especially those at risk.
- Focus your work on the core outcomes of the GNSC.

Qualifications

Paid or unpaid experience in the following areas:

- Ability to build relationships across diverse identity groups.
- Experience engaging and working with volunteers.
- Experience working with community associations, and general community engagement practices.
- Event and program planning experience.
- Understanding of accessibility, anti-oppression and equity; experience producing events that are accessible and welcoming to people with disabilities, non-english speakers, queer and transgendered people, Black, Indigenous and People of Colour communities, low-income people, and multiple age groups.
- Demonstrated leadership and communication skills (experience with good meeting practices, Board governance work, group and workshop facilitation, etc.).
- Strong organization skills, especially the ability to prioritize and multi-task.
- Basic conflict management and facilitation skills.
- Familiarity with digital communications including email, social media, and desktop publishing (posters, flyers, and newsletters), including the Microsoft Office Suite.
- Ability to work independently and make decisions with limited supervision.

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:

Onward Willow Hiring Committee

jobs@guelphneighbourhoods.org

by Fri, Nov 3rd, 2017 @ 5:00 p.m

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.