Neighbourhood Group Assistant

with the Brant Avenue Neighbourhood Group

Term: *Short-term Contract*
Start Date: September 2026 - December 2026
Hours: 15 hours/week
Wage: $21.73/hr
Worksite: Primarily at the Brant Avenue Townhouse, 35 Algonquin St.

Applications will be accepted on a rolling basis until the position is filled.

About the GNSC:

The Guelph Neighbourhood Support Coalition is a network of neighbourhood groups, sponsoring agencies, and program partners. These three groups work together to share resources, ideas, and community solutions, as well as support safe, healthy neighbourhoods where everyone feels at home in Guelph.

About Brant Ave. Neighbourhood Group:

The Brant Avenue Neighbourhood Group (BANG) is a place where neighbours come together, look out for one another, and build a stronger community side by side. At the heart of BANG are our community members—the people who bring their stories, experiences, ideas, kindness, laughter, and unique strengths to our neighbourhood.

Summary of the Position:

Brant Avenue Neighbourhood Group (BANG) is an organization of community members committed to building and sustaining the neighbourhood group, strengthening individuals and families, and ensuring healthy growth and development for every child.

We are looking for a dynamic, creative individual whose primary work will be to support the Neighbourhood Group and the Neighbourhood Support Worker (NSW) in providing programs, supports, and services to the community. This position is for up to 15 hours weekly on Tuesday, Wednesday, and Thursday from 10 am - 3 pm.

Tasks include working directly with community members and volunteers and Brant Ave. staff team to support the Neighbourhood Group Activities.

Working Environment:

This position animates and supports spaces and relationships in the Brant Avenue neighbourhood. The main site is at 35 Algonquin St. but programs and events could be at several locations throughout the neighbourhood.

Duties and Key Responsibilities:

- Welcome and accommodate and encourage community members participation in neighbourhood group activities
- Maintain the cleanliness and Neighbourhood Group space
- Support the Neighbourhood Support Worker in running the day to day neighbourhood group activities
- Provide program and event support
- Administrative duties as required
- Maintaining confidentiality while tracking stats and supporting community members
- Support the volunteer management needs of the Neighbourhood Group
- Ensure the inclusion of all participants in accordance with the Guelph Neighbourhood Support Coalition's mission, values, policies, and procedures
- Donation Distribution
- Other duties as required

Other Job Related Demands:

- Must be able to lift up to 50 lbs
- Must be able to work independently
- Ability to work alongside community members with diverse backgrounds and life experiences
- Standing and/or sitting for prolonged periods of time
- Reading and writing skills

Qualifications:

The qualified applicant will be a compassionate and caring individual who is passionate about working to improve the overall well-being of community members. They will have the following skills and experience:

- Experience working/volunteering in a community program setting
- Experience working/volunteering as part of a team
- Strong organization and time management skills
- Effective oral/written communication and social networking skills

- Ability work independently and flexibly with others
- First Aid and CPR certification, or willingness to get them
- Knowledge of the Guelph Neighbourhood Support Coalition
- The ability to deal compassionately with people who use our services
- A driver's license and access to a vehicle is an asset

Prioritization:

This position is open to all qualified candidates. Our goal is to attract, develop, and retain talented staff from diverse backgrounds, allowing the community to benefit from and celebrate a wide variety of experiences and perspectives. People from diverse, traditionally underrepresented, and marginalized communities are encouraged to apply.

The GNSC is an employer that values diversity in the workplace. We will accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation to participate in the hiring process, please contact our Care Coordinator via email: alisha@guelphneighbourhoods.org or phone: 519 803 7455 to make your needs known in advance.

How to apply:

Please submit a cover letter & resume over email, or in person
c/o: GNSC: Brant Ave. Neighbourhood Group
gnscjobs@guelphneighbourhoods.org
42 Carden Street, Guelph, Ontario, N1H 3A2

We thank all candidates in advance for your interest in this work. Only those being considered for an interview will be contacted. Personal information collected through the recruitment process will be used solely to determine employment eligibility.