

## **Regent Park Social Development Plan Stakeholder Table Interim Administrative Coordinator**

On behalf of the Regent Park Social Development Plan Stakeholders Table (RP SDPST), Yonge Street Mission is currently accepting applications from qualified candidates for the position of Interim Administrative Coordinator.

### **Scope of Work and Accountability:**

Working under the guidance of the Stakeholder's Table Planning Committee, the interim coordinator will provide administrative support to the SDP Table, residents, and other key Stakeholders. The interim Coordinator will support the SDP planning committee and the four working groups - communications, employment/economic development, safety, and community building to implement the actions of the Social Development Plan.

The anticipated work to accomplish this will be approximately **21 hours a week, beginning in July, 2020 until November 30, 2020.**

Total compensation for this contract will be **\$10 000,**

### **Services:**

- **Outreach / Stakeholder Engagement**
  - Communicate with SDP Table stakeholders (via phone calls, email, whatsapp, etc.)
  - Support resident participation at the SDP Table meetings, working groups and committees by delivering meeting materials as required to residents and other stakeholders
  - Orientation of new SDP Table and Planning Committee members
- **Meeting Coordination**
  - Supporting agenda preparation and circulating agenda to members
  - Recording and distributing minutes to stakeholders, circulating meeting reminders via email and telephone
  - Coordinate with meeting facilitators/chairing of the meeting
  - Setting up video conference calls including dial-in numbers.
  - Act as Point of contact for members
  - Attend and participate in meetings
- **Document Management**
  - Organization of Google Drive
  - Maintain and update member contact Lists/Databases
- Regular meetings with the Planning Committee oversight group for reporting and mutual feedback.
- Evening and weekend meetings and events as required
- Other duties as assigned and required from time to time within the scope and responsibility of the job and the RP SDP ST

### **Qualifications/Skill sets:**

- An understanding of social and community development practices as demonstrated by post-secondary degree/diploma in a related field of study, or **equivalent work experience.**
- Experience in providing administrative work
- Written and verbal English language communications skills
- Experience working with Diverse Stakeholders
- Has capacity to work remotely (*internet, phone access*)
- Operates out of the principles of Integrity, Trustworthiness, Honesty, Patience
- Punctual and prepared, can meet deadlines

- Collaborative
- Problem Solver
- Good listener and oral communicator that can bring people along
- Familiarity with the Regent Park Social Development Plan Stakeholders Table is an asset
- Ability to communicate in other languages commonly used in Regent Park is an asset

To submit an application for this position, please send a resume and cover letter with the subject line **SDP Coordinator Regent Park** by **June 15, 2020, by 5:00 pm** to: **[sdp.regentpark@gmail.com](mailto:sdp.regentpark@gmail.com)**.