



JOB TITLE:	Project Coordinator, Pathways to Wellbeing
REPORTS TO:	Executive Director, APNLC
CONTRACT:	12 months, June 2023 – June 2024
LOCATION:	Hybrid: onsite at 707 Dundas Street West with some remote work, as assigned
HOURS:	24 hours per week
COMPENSATION:	\$36.00/hour + 4% vacation pay and health benefits after 3 months

The **Alexandra Park Neighbourhood Learning Centre (APNLC)** is a community-based adult literacy organization located in downtown west Toronto within the Scadding Court Community Centre (SCCC). APNLC offers a variety of free learning programs including small group classes and one-to-one tutoring delivered with the support of volunteers. These programs offer opportunities for adult learners to upgrade their skills to prepare for post-secondary programs, apprenticeships, and employment. We also support adult learners to become more engaged with their communities and to develop important skills for everyday life. As part of our commitment to health equity, we deliver a range of health and wellbeing programming including a health literacy class, a self-care and wellness group, and referrals to health services.

The **Project Coordinator, Pathways to Wellbeing** will be responsible for developing a framework for delivery of health and wellbeing programs and services at APNLC and SCCC. Core responsibilities include conducting a scan of existing programs and services; leading a needs assessment process with stakeholders; coordinating training for staff and volunteers; creating a neighbourhood health and wellbeing services guide; and identifying funding and partnership opportunities that will enhance health and wellbeing programming at APNLC and SCCC.

The Project Coordinator will ensure that the service delivery framework is developed through an equity lens and will guide the organizations as we develop health and wellbeing programs that are accessible, culturally responsive, and relevant to the lived experiences of participants and community members.

Responsibilities:

1. Conduct an environmental scan of APNLC's and SCCC's existing health and wellbeing programs and services (liaise with participants, staff, volunteers and other key stakeholders).
2. Hire, train and supervise two *Health and Wellbeing Ambassadors* who will support project activities.
3. Consult with community partners and local service providers to gain an understanding of health and wellbeing services geared toward residents of Kensington-Chinatown and Alexandra Park.
4. With *Ambassadors*, conduct a needs assessment to determine what types of health and wellbeing programs will meet the needs of key stakeholders (participants, volunteers, staff, etc.).
5. Based on feedback gathered in needs assessment, develop a series of health and wellbeing initiatives to be tested and evaluated for effectiveness (e.g., workshops, information and referral, peer support).
6. Oversee ongoing evaluation of health and wellbeing initiatives to ensure they are responsive to the needs of stakeholders -- conduct surveys, interviews, and focus groups to gather feedback.
7. Based on data collected through ongoing evaluation, develop a framework for health and wellbeing program delivery at APNLC and SCCC and identify resources required to support its implementation.
8. Coordinate training for staff on topics such as trauma-informed education and community care.

9. Establish new partnerships with community organizations that provide health and wellbeing services (e.g., community health centres, culturally specific health services, etc.).
10. Identify and apply for funding opportunities that will support the continuation and expansion of APNLC's and SCCC's health and wellbeing service delivery framework.
11. Engage a consultant to facilitate a health and wellbeing asset mapping process with stakeholders.
12. Develop a services guide geared toward agency staff to support them with information and referral to health and wellbeing services.
13. Oversee project evaluation and prepare a final report on project deliverables and recommendations for next steps.
14. Participate in project administration and attend staff and board meetings as required.
15. Other related duties as assigned.

Qualifications:

1. Demonstrated commitment to working from a critical Anti-Oppression and Social Justice framework.
2. Minimum 5 years direct experience in the fields of Community Development, Social Work, Health Promotion/Education or a related and relevant field.
3. Post-secondary education in a relevant field (e.g., Social Work, Community Work, Public Health, Health Promotion/Education, Mental Health and Addictions, etc.).
4. Demonstrated understanding of the Social Determinants of Health and health equity.
5. Experience coordinating health-focused projects with multiple organizations and stakeholders.
6. Exceptional leadership, interpersonal communication, and conflict resolution skills.
7. Experience facilitating meetings, delivering training, and making presentations to a range of audiences.
8. Excellent time management skills with an ability to respond to immediate tasks while implementing large-scale projects over time.
9. Strong administrative skills: email, word processing, spreadsheets, and presentation applications.
10. Solid digital technology skills and familiarity with project management and evaluation software (e.g., Monday, Survey Monkey, etc.)
11. Exceptional written communication skills with experience summarizing information using clear language and design principles.
12. Experience using design/publishing software (e.g., InDesign, Canva, Publisher) an asset.
13. Experience working with adults who have emergent literacy skills an asset.
14. Experience leading mentoring initiatives or coordinating volunteer boards/committees an asset.
15. Knowledge of the Alexandra Park neighbourhood or similar neighbourhoods in Toronto an asset.

To Apply:

Submit a cover letter and resume in **one PDF document** to [hiring@apnlc.org](mailto: hiring@apnlc.org) by **5pm on Tuesday, May 30, 2023**. If accommodation is required, contact Katie McLeod at 416-591-7384 ext. 402 or [katie@apnlc.org](mailto: katie@apnlc.org).

Please note that all applications will be considered but only those selected for an interview will be contacted.