

STUDENT LINKS COORDINATOR - PEEL REGION (\$48,500 a year)

Community Living Ontario is a not-for-profit, provincial confederation, which advocates for, promotes, and facilitates the full participation, inclusion and citizenship of people who have an intellectual disability. We are a progressive leader in the developmental services sector, representing approximately 80,000 individuals and families, through over 100 member organizations.

About the Role

We are seeking a socially conscious and motivated self-starter who is highly organized with a passion for relationship building to join the team as **Student Links Coordinator (Peel region)**.

Reporting to the Manager of the Student Links Initiative, the Coordinator is responsible for maintaining and expanding a mentoring program intended to enhance the capacity of high school students who have an intellectual disability or who are on the autism spectrum. The program aims to match each student with a mentor who has expertise in the student's identified area of interest and who is willing to make a personal investment in the student by bringing out their individual gifts, supporting skill development, identifying roles, and exploring community opportunities. Coordinators promote the natural network surrounding each student and are responsible for recruiting, interviewing, and vetting all prospective mentors, facilitating meetings, and developing meaningful mentorship plans. This position is a great fit for someone who is naturally sociable and driven to use their existing networks to connect students with people, places, and valued roles within their communities.

This position requires you to work remotely from your home office.

Primary Duties and Responsibilities

- Work with the Manager and Program Facilitator to create strategies and develop a recruitment plan for the Peel region.
- Develop and implement a plan for engagement that demonstrates a commitment to a qualitative approach.
- Develop comprehensive and creative mentorship plans that are tailored to the gifts, interests, and identities of individual students.
- Build and maintain strong relationships with a pool of new and existing students, mentors, families, teachers, and schools.
- Train and support new and existing mentors.
- Meet and connect with students and families on an on-going basis to build rapport, determine interests, establish priorities and to offer support.
- Pro-actively connect with personal and professional contacts, networks and community members to secure connections and informational meetings for students.
- Dedicated to using all possible avenues to engage community including cold calls, social media, in-person meetings, email, community events, presentations, networking groups, recreational activities, meetups, and interest groups.
- Manage and document daily activities including research efforts, cold calls, meetings,

- and correspondence via the database and detailed calendar entries.
- Commitment to meeting and exceeding annual and quarterly targets.
- Assist with special projects and events as assigned.

Qualifications

Education:

- Bachelor's degree or College diploma in a relevant area of study or an equivalent combination of education and experience.
- A minimum of 5 years work-related experience.

Knowledge, Skills, Abilities:

- Excellent relationship building and leadership skills, with the ability to inspire, motivate and engage others and nurture long-term relationships.
- Personal experience with a person or people who have an intellectual disability an asset.
- Demonstrated understanding of recruitment, community development and relationship management.
- Strong knowledge and awareness of barriers facing people who have an intellectual disability and knowledge of appropriate and respectful strategies that may be used.
- Adept at welcoming and empowering community members to collaborate with students who have intellectual disabilities and their families.
- Experience in working respectfully with diverse communities and individuals who have experienced marginalization.
- Experience in using a person-centred approach that highlights strengths and gifts.
- Outstanding oral and written communication skills and presentation/public speaking skills.
- Second language an asset.
- Highly organized, and self-directed, with a proven ability to manage multiple priorities.
- Committed to high performance standards and continuous improvement.
- Proven ability to network and connect people and willingness to build this capacity in others.
- Strong problem-solving skills and flexibility to adapt to varying workload demands.
- Judgment, tact, and discretion, as well as good interpersonal skills.
- A positive influence throughout the organization, fostering commitment to teamwork and building a climate of professionalism, openness, and communication.
- A high degree of integrity and confidentiality with an understanding and commitment to professional ethics and privacy considerations.
- A proven ability to work independently and in a team setting
- Proven research skills and the ability to "think outside the box" when it comes to planning and recruitment.
- Advanced skills in MS Office Suite (Outlook/Word/Excel/PowerPoint)
- Experience with a CRM and/or database system an asset

Working Conditions:

- Full-time permanent, 37.5 hours per week. Flexibility is required based on deadlines and requirements.
- Work is done from the candidate's home office
- Valid Ontario's driver's license and access to a vehicle are required.
- Clean criminal reference check including vulnerable sector screening is required
- Proof of full COVID-19 vaccination

Community Living Ontario is an equal opportunity employer and is strongly committed to diversity and inclusion. Applications from all qualified candidates are welcome. Applications are strongly encouraged from people with disabilities, racialized people, Indigenous people, and people from the LGBTQ2+ community. If you require any form of accommodation connected to this application, please let us know.

Candidates must submit a **cover letter with their resume** to be considered. Resumes may be submitted to hr@communitylivingontario.ca

The deadline for submission is **Tuesday, December 7, 2021**. We thank all who apply, however, only those candidates selected for an interview will be contacted.