

Job Posting:

Position: Student Links Regional Coordinator - Kenora Pilot – Union position

Organization: Community Living Ontario

Type: 12-month pilot (with potential for extension)

Classification: Hybrid/flexible, Community based position with regular travel required

Work Hours: 12-15 hours per week with possibility of increase

Location: Kenora, Ontario

Compensation: \$28.00/hour, 6% vacation pay, \$40 monthly cell phone/internet allowance, mileage

About Community Living Ontario

The **number one** goal for Community Living Ontario is to advocate with people who have an intellectual disability, their families, and member organizations to create inclusive communities across Ontario. We envision an Ontario where everyone belongs, is valued, and has the freedom to live the life they choose. Those who share our vision make amazing staff members at CLO.

The Right Person for the Role

We believe the kind of person you are matters. We have a culture of respect and caring, and we want employees who will thrive in our environment. We are entrepreneurial, creative, and passionate about what we do. When we hire, we consider your potential and how you may fit with our team.

You Will Succeed Here if You Are:

- **An Excellent Communicator** – You will be collaborating with our internal team remotely, members of the community, and people with intellectual disabilities. Your communication style must be confident, reassuring, and clear.
- **Interpersonal Skills** – You bring with you the ability to quickly build rapport with colleagues, students, and potential mentors. You do not shy away from delivering compelling presentations and engaging with people in the community.
- **Independent** – You are self-motivated and manage your time well

About Student Links

Student Links is a career and interest mentoring initiative that connects high school students with intellectual disabilities to mentors who share their interests and passions. Whether a student loves cooking, technology, animals, art, music, or anything else, we match them with community mentors who can explore that interest together.

Currently operating in Kingston, Ottawa, Markham, London, Kitchener, Toronto, Peel, Sudbury, and North Bay, Student Links creates meaningful one-on-one mentoring relationships that help

young people build confidence, explore new possibilities, and connect with their communities. The initiative is funded by the Ministry of Children and Community Services.

About This Role

This is a unique opportunity to launch Student Links in Kenora. You will be the **first coordinator in the region**, building the program from the ground up in partnership with schools, community organizations, and families.

This role requires someone who knows Kenora, understands the community's strengths and challenges, and can build trust with diverse families and organizations. You'll be creating something new while being supported by an experienced provincial network.

Key Responsibilities

Student & Family Engagement

- Connect with students (ages 14-21 with intellectual disabilities) and their families to learn about their interests and goals
- Build trusting relationships with families, particularly those who may be new to support services

Mentor Recruitment & Matching

- Research, identify, and recruit volunteer mentors in the community who have skills, hobbies, or expertise to share
- Thoughtfully match students with mentors based on shared interests
- Conduct mentor screening and orientation

Program Support & Coordination

- Provide ongoing support to mentor-student pairs throughout the mentorship
- Problem-solve barriers as they arise (transportation, winter challenges, limited resources)
- Ensure mentoring relationships are safe, meaningful, and engaging

Community Partnership Development

- Build and maintain partnerships with schools, organizations, and community members
- Navigate cultural protocols and build relationships with Indigenous organizations and families
- Represent Student Links at community events and meetings

Program Development & Evaluation

- Track outcomes and participate in program evaluation
- Document what works (and what doesn't) in the Kenora context
- Meet regularly (virtually) with Student Links director and other regional coordinators across Ontario

Required Qualifications

- ✓ **Strong connections to Kenora community** (lived experience preferred)
- ✓ **Understanding of Kenora's unique context:** geography, culture, resources, and challenges
- ✓ **Experience working with people with disabilities and/or youth**
- ✓ **Excellent relationship-building and communication skills**
- ✓ **Ability to work independently** with limited direct supervision
- ✓ **Creative problem-solver** who can adapt to local realities
- ✓ **Cultural competency** and understanding of Indigenous community protocols
 - ✓ **Valid driver's license** and access to a reliable vehicle is required for frequent travel within region and you will transport students in this role. Travel beyond the region for in-person team meetings and training will be required
- ✓ **Comfort with technology** (email, video calls, basic documentation)
- ✓ **Current vulnerable sector police check** (or willingness to obtain)

Assets (Preferred but Not Required)

- Experience in employment/career development or mentoring programs
- Knowledge of local businesses, organizations, and community resources
- Connections to Indigenous communities and organizations
- Bilingual (English/French or English/Indigenous language)
- Experience with volunteer recruitment and coordination
- Familiarity with the disability services sector

What We Provide

Training & Support:

- Comprehensive training on the Student Links model
- Job shadowing opportunity in an established region
- Regular support and consultation from Student Links director
- Connection to network of coordinators across Ontario

Resources:

- All program materials and resources provided
- Administrative support for documentation and tracking
- Access to established protocols and best practices

Flexibility:

- Flexible schedule to accommodate community needs and winter conditions
- Hybrid work arrangement (community-based with remote coordination)
- Autonomy to adapt the program for Kenora's context

Diversity, Equity, and Inclusion at CLO

Community Living Ontario is committed to building, maintaining, and fostering an equitable, diverse, and inclusive workplace. We encourage those from equity-seeking groups to apply to our open positions. We endeavor to welcome and value the unique perspectives and experiences that all new people bring to our organization.

How to Apply

Please submit your resume to hr@communitylivingontario.ca

At Community Living Ontario, we are committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the selection process. If selected to participate in the recruitment and selection process, please inform the representative from Community Living Ontario of any accommodation(s) you may require to ensure your equal participation.

We look forward to hearing from you!