

Position: Council and Family Engagement Coordinator (union position)

Company: Community Living Ontario

Type: 1 Full-Time Permanent Position

Classification: Hybrid – Toronto Office and home-based position with some travel required in Ontario

Work Hours: 37.5 weekly

Location: 1 Valleybrook Drive North York, M3B 2S7

Imagine a job where **YOU** can utilize your exceptional communication skills to ensure Council and those with intellectual disabilities have a voice that is heard and valued

Imagine a job where **YOU** will utilize your interpersonal skills to build and maintain key community relationships and promote critical campaigns and initiatives

Add a collaborative team, a challenging variety of work, an excellent work-life balance, and you have imagined a job at Community Living Ontario (CLO).

About CLO

The **number one** goal for Community Living Ontario is to advocate for people who have intellectual disabilities, 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 Fit

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 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 teams, 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 council members, individuals with intellectual disabilities, and community partners. You will prepare compelling presentations which at times you may be required to present. You have no difficulty engaging with people.
- **Independent** – You are self-motivated and manage your time well. Some of your work will be in your home office so you must be able to work independently. You can manage a flexible schedule including some evenings and weekends.

The Position:

The Council and Family Engagement Coordinator is critically important to CLO. They will provide direct support to Council members and administrative support to the Council and the Family Leadership committees including coordination and planning of meetings, and conference attendance. The Coordinator will support the manager in assisting Council and the Family Leadership Committee in their advocacy initiatives. The Council of CLO consists of 12 self-advocates (volunteers) from across the province and works together with the CLO Board of Directors to find solutions and share knowledge on important issues.

The package includes:

- Starting salary of \$53,056 per year
- 3 weeks paid vacation
- Continuing Education
- Employer-matched RRSP
- Flexibility within the core hours
- Comprehensive benefits, including vision and life insurance

Responsibilities Include:

- In collaboration with the Manager, ensure self-advocates have an effective role in the governance of the organization. Provide direct support to people who have intellectual disabilities who sit on internal boards and committees. You must have direct experience working with people with intellectual disabilities
- Ensure the voice of Council is heard and valued throughout the organization
- Amplify the voices of those with intellectual disabilities
- Provide direct support to Council members in council meetings, conferences and other partner meetings across Ontario.
- Support effective communication for Council and with families and community partners via newsletters, meeting coordination and minutes, and board reports. Works closely with the marketing/communications department for written and social media communications.
- Assist in planning the weekend family leadership series and related events
- Identify opportunities for ongoing community engagements through collaborations with self-advocates, member organizations, family groups, and community partners
- Engage and build the Council and Family Committee network through webinars and outreach programs
- Assist with coordinating conferences and meetings for Council members and Family Committee members, including, booking rooms, catering, registration, and travel arrangements

What Makes You the Ideal Candidate?

- Post-secondary degree or College diploma in Social Services, Education or a combination of related education and experience

- Proficient computer skills – MS Office Applications including Powerpoint, MS Teams, Zoom, Social Media platforms
- Must have 2 to 5 years of working directly and effectively with people with intellectual disabilities and families
- Experience in community networking and awareness of community opportunities
- Excellent written and verbal communication skills with an emphasis on plain language and clear, concise, writing in all correspondence
- Strong understanding and awareness of barriers facing people with disabilities and implementing strategies that may be used to combat those barriers
- Proven ability to network and connect with people
- Presentation skills to share the progress of Council initiatives and the Family Steering Committee's work
- Highly organized, and self-directed, with a proven ability to manage multiple priorities. You always maintain confidentiality and professionalism
- Superior communication skills, both oral and written, combined with the ability to break down complex information into clear, concise, and easy-to-understand communications. Ability to collaborate with the Marketing/Communications team.
- Experience working in a non-profit organization or with a member based not-for-profit would be an asset
- This position is unionized

Mandatory Requirements:

- Valid driver's license and access to a reliable vehicle is required for travel within Ontario
- Mandatory Vulnerable Sector Check
- Flexible work schedule - occasional evening and weekend work required

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 for our open positions. Applications are strongly encouraged from people with disabilities, racialized people, indigenous people, and people from the LGBTQ2+ community. 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 Katherine Taylor at ktaylor@taylormcmahon.com.

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 Taylor McMahon of any accommodation(s) you may require to ensure your equal participation.



We look forward to hearing from you!