



**INTERNAL/EXTERNAL
TEMPORARY OPPORTUNITY
(ONE (1) YEAR ASSIGNMENT WITH POSSIBILITY OF EXTENSION)**

POSITION: Enterprise Development Program Manager	SALARY: \$58,353.03 - \$71,225.03 (Exempt – Grade Level 5)
DIVISION: Operations	FILE #: TCH#10SEDE53
UNIT: Social Enterprise Development	# OF POSITIONS: One (1)

Toronto Community Housing (TCH) is the largest social housing provider in Canada and the second largest in North America. It is home to about 164,000 low and moderate-income tenants in 58,500 households, including seniors, families, singles, refugees, recent immigrants to Canada and people with special needs. Our tenants come from diverse backgrounds. This diversity includes age, education, language, sexual orientation, mental and physical disability, religion, ethnicity and race as well as increasing diversity in lifestyles and values. Our portfolio includes more than 360 high-rise and low-rise apartment buildings throughout the city. We are recognized as one of Canada's top 100 Employers and Greater Toronto's Top 90 Employers.

We believe social housing is an essential part of building a great city. We believe neighbourhoods thrive when a mix of people from different backgrounds live together in a place they can call home. Our vision is to contribute to a city where quality, affordable housing is available in vibrant neighbourhoods, where residents are proud of the place they live, and where people feel connected to each other and their community.

POSITION SUMMARY

Reporting to the Manager, Partnerships in the Social Enterprise Development Unit, the Enterprise Development Program Manager is responsible for implementing the Enterprise Development Program. By working with tenants and partners to catalyze opportunities that advance Toronto Community Housing's *Strengthening People* strategy, this position plays a key role in supporting local residents through the TCH Small Business Portal in Regent Park and administering the microfinance program to provide seed funding for their ideas.

This entrepreneurial, self-starter is social media savvy and adept at relationship building, participating on external committees and working with the community and business sectors, foundations, non-profits, and government and community agencies on behalf of Toronto Community Housing. The successful candidate will have a passion for working one-on-one with tenants as well as with large institutions to discover creative and successful models for social enterprise and community economic development.

RESPONSIBILITIES

- Implements a resident recruitment strategy to identify enterprising tenants across TCH communities
- Implements the Enterprise Development Education Strategy
- Provides one-on-one assistance to TCH tenants and residents in the Regent Park and Moss

Park neighbourhoods through the TCH Small Business Portal

- Participates in committees and networks which address long-term strategies to support economic development opportunities for low-income residents across Toronto
- Coordinates the Toronto Community Housing microfinance initiative for Regent Park residents and creates support systems to enable realistic and sustainable economic opportunities
- Prepares evaluations and project summaries for all enterprise development initiatives
- Tracks expenditures on a per project basis
- Works with the Manager, Partnerships to develop relationships and collaborate with key internal and external stakeholders to promote Toronto Community Housing youth-based businesses
- Identifies creative solutions and strategies to address emerging trends and issues for tenants as they relate to education, poverty reduction and community economic development
- Updates and provides content for Enterprise Development communications materials
- Builds and fosters relationships with key partners in social enterprise, economic development, education and non-profit sectors
- Supports special projects or assignments relevant to the work of the unit

QUALIFICATIONS

- Post-secondary education in Marketing and Communications, Business, Social Work or a related field is an asset
- Minimum of three (3) years experience working with marginalized, racialized communities
- A minimum of three (3) years practical experience in community economic development, self-employment, social enterprise, apprenticeships and/or small business development or an equivalent combination of on-the job experience
- Minimum of two (2) years practical experience in front-line service provision
- Strong writing and communication skills and the ability to work effectively with diverse stakeholders
- Minimum of one (1) year experience coordinating innovative community programs
- Strong group facilitation skills
- Familiarity with social finance, social enterprise sectors and various social networking tools
- Intermediate proficiency in MS Office applications including Word, Excel, PowerPoint and database software applications
- Strong business planning and development skills
- Demonstrated commitment to working within marginalized communities to create new economic opportunities for residents
- Commitment to anti-racism theory and practice, anti-oppression framework and proven ability to work effectively with a diverse population who face multiple barriers
- Ability to work independently and take initiative
- Ability to work in a dynamic, fast-paced environment
- Familiarity with Toronto Community Housing plans and policies and applicable legislation including the Community Management Plan (CMP), Workplace Diversity Policy, Tenant Participation System, Accessibility, Conflict of Interest Policy, Code of Conduct, Human Rights, Harassment and Fair Access, etc.
- Able to travel to work locations across the City of Toronto
- Demonstrated experience providing excellent customer service in a diverse work environment

- Good judgment, accountability and demonstrated understanding of confidentiality
- Excellent interpersonal skills and the ability to manage complex situations, work independently and as a valuable team player.

Toronto Community Housing is committed to equity in employment. Our goal is a diverse, inclusive workforce that reflects the communities we serve.

We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities and aboriginal persons.

Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, may e-mail a request to:

human.resources@torontohousing.ca.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.

Applications must be received by **August 11, 2010** at:

Human Resources Division
Toronto Community Housing Corporation
931 Yonge Street, 4th Floor
Toronto, ON M4W 2H2
FAX #: (416) 981-4260
E-mail: human.resources@torontohousing.ca

Posting Date: July 28, 2010