

**Community Coordinator
Job Posting, July 10, 2017**

The Toronto Centre for Active Transportation (TCAT), a project of the registered charity Clean Air Partnership (CAP), is seeking a Community Coordinator to manage the implementation of a multi-year participatory planning project to improve active transportation in communities across Ontario.

In 2013 a national partnership called Active Neighbourhoods Canada (ANC) was formed to bring participatory planning to 12 communities in Alberta, Ontario and Quebec. It was launched in response to the need for concerted action in Canadian cities to address the impact that the built environment has on public health. ANC is funded by the Public Health Agency of Canada (PHAC) and led by the Montreal Urban Ecology Centre (MUEC) in partnership with TCAT and Sustainable Calgary Society (SCS). Between 2013 and 2017, TCAT directly supported four communities to test participatory tools and advance a community identified urban design solution that promotes physical activity and fosters green, active and healthy neighborhoods.

Between 2017 and 2020, ANC will scale up our efforts to expand the reach and impact of our successful approach to benefit additional Canadian communities. Over the next three years we will leverage the knowledge developed in the first phase in order to transform professional practice and policies, and equip decision-makers and communities to create active, healthy communities.

Duties and Responsibilities

- Develop, manage and implement the Active Neighbourhoods program in Ontario;
- Develop a memorandum of understanding with participating community partner in Peterborough, including scope of work, connections to ANC and a community action plan;
- Develop a policy framework and policy action plan specific to the participating community (in collaboration with the Policy and Evaluation Lead with guidance from the TCAT Director);
- Work with the participating community partner to provide policy support (in collaboration with the Policy and Evaluation Lead), assistance in developing participatory planning resources and curriculum materials (in collaboration with the Participatory Design Consultant), and direct support to implement one or more temporary or permanent urban planning design projects;
- Conduct literature reviews and prepare policy briefs for different stakeholders (e.g. community members, decision makers, practitioners, etc.);
- Track progress, support program monitoring and document community change (in collaboration with the Policy and Evaluation Lead);
- Participate in a local intersectoral Advisory Committee (in collaboration with the participating community partner);
- Support the ongoing development of an evaluation framework for the national project to track and document progress, and provide insight into program effectiveness as needed (in collaboration with the Policy and Evaluation Lead);
- Prepare progress and final reports for the funder;
- Collaborate with MUEC and SCS to develop national reports and communications material about the project;

- Participate in knowledge exchange between TCAT, MUEC, SCS, and other relevant national stakeholders;
- Support the development of a pan-Canadian ANC Community of Practice that brings together professionals and academics from the health and built environment fields;
- Integrate the ANC project into TCAT strategic goals, and support TCAT's other projects as needed;
- Develop a communication strategy for the ANC project;
- Develop and regularly update TCAT's website and newsletter regarding ANC activities, and work with MUEC to develop a national ANC web platform;
- Promote ANC and TCAT through presentations, webinars, website updates, blogs, social media and other outlets.

Qualifications

- Educational background in built environment and/or related fields (urban planning, urban design, geography, environmental studies, public health);
- Experience working in the non-profit sector especially in active transportation and/or community development;
- Community knowledge and experience in Peterborough would be considered an asset;
- Demonstrated experience in community organizing and/or motivating and bringing people together and building alliances;
- Excellent communication skills (both verbal and written);
- Adept at engaging effectively and comfortably with a variety of stakeholders of diverse interests and backgrounds;
- Skilled at active listening and creative at solving community-identified problems;
- Experience in developing and organizing public outreach events;
- Project administration experience;
- Must be reliable, organized and punctual;
- Self-motivated;
- Be enthusiastic about active transportation and helping to improve the built environment to increase the number of people walking and cycling.

Basic Details

- Reports to the TCAT Director;
- Start date September 2017;
- 18-month contract ending March 2019 (with possibility of extension);
- 37.5 hours per week (occasional evening and weekend work may be required);
- \$23/hour;
- Competitive vacation and sick leave benefits.

Application Process

Please submit a cover letter and resume to info@tcat.ca before Monday July 31, 2017 at 5:00 pm with the following subject line: Community Coordinator.

Clean Air Partnership values diversity and is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.

About Us

The Toronto Centre for Active Transportation (TCAT) is a project of the registered charity Clean Air Partnership. TCAT's mission is to advance knowledge and evidence to build support for safe and inclusive streets for walking and cycling