

## Manager, Community Development (Toronto)

**\$ 98,028- \$138,168**

**1 Year Contract**

**OPEN**

The Ontario Child Advocate Office seeks an individual with management experience in a unionized environment to fill the position of Manager of Community Development. This position is responsible for the daily running and management of all community development and outreach activities as well as the supervision of full-time and contract staff in Toronto. Responsibilities will also include: hiring, developing, training and managing community development staff (CDA) to ensure quality service to children and youth as well as consulting with staff about their work plans including projects. This position will focus on oversight over the CDA Team including managing the CDA staff in Toronto, in conjunction with the CDA activities in Thunder Bay, and will report directly to the Director of Advocacy Services and Community Development.

### Qualifications:

- Demonstrated a minimum of 5 years' management experience;
- Masters degree in education, social work or equivalent, coupled with 5 years relevant work experience;
- Experience in hiring, developing, training, supervising, coaching, mentoring and managing staff with a diverse background of experience and training;
- Knowledgeable on Labour Relations legislation, *Employment Standards Act*, *Occupational Health and Safety Act* as well as experience working in a unionized environment;
- Experience in identifying conflict and have superior analytical and conflict resolution skills;
- Experience working with and engaging with young people; supporting work in diverse range of communities and cultures in Ontario;
- Excellent oral and written communication skills. Strong interpersonal, consultative and building business relationship skills;
- Strong organization skills and ability to deal effectively and positively with a range of internal and external stakeholders;
- Familiar with the programs, services and activities of the Ontario Child Advocate Office. Must have an advanced level of understanding of a minimum of two or more of the office's mandate areas: child welfare, youth justice, children's mental health, Ontario's First Nations children and youth, and children with special needs;
- Project management experience is an asset;
- Superior computer skills with knowledge in Microsoft Office, including Outlook, Word, Excel, PowerPoint and the Internet;
- Management experience supervising offsite and remote teams is also an asset.

Police background check including a vulnerable person sector screening is required.

Please submit your resume with a covering letter, quoting file PA-2018-09 to be received no later than **November 27, 2018 at 11:59pm** to the Ontario Child Advocate, 401 Bay Street, Suite 2200, Toronto, Ontario M7A 0A6, e-mail at [jobs@provincialadvocate.on.ca](mailto:jobs@provincialadvocate.on.ca), or fax to 416-325-5681. Resumes must be submitted as attachments only and must be in MS Word (.doc), PDF (.pdf) or Rich Text (.rtf) format.



**Ontario  
Child  
Advocate**

**Intervenant  
en faveur  
des enfants  
de l'Ontario**

In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, upon request, accommodation will be provided by the Advocate's Office throughout the selection and/or assessment process to applicants with disabilities.

The Advocate's Office is committed to building an organization that reflects the diversity of the province. We encourage applications from individuals who represent a diversity of backgrounds, cultures, and communities.

While we appreciate your interest in obtaining employment with the Ontario Child Advocate, only those selected for an interview will be contacted.

### **An Equal Opportunity Employer**

Date Issued: November 9, 2018