



## **WORKING WOMEN COMMUNITY CENTRE Internal/external Job Posting**

### **Community Engagement Coordinator – North East Toronto Local Immigration Partnership**

**Position Title :** Community Engagement Coordinator – North East Toronto Local Immigration Partnership  
**Status :** Leave replacement Contract 6 months with possibility of extension  
**Reports to :** Executive Director WWCC, *NET LIP Manager, JVS.*  
**Position details :** *35 hrs. week, Starts April, 2026*  
**Hourly Rate :** *\$ 32.23 p/h*  
**Job Posting Date :** *February 17, 2026*

Working Women Community Centre (WWCC) is a non-profit, community-based immigrant and refugee women's organization providing a wide variety of services such as community development, settlement counselling, employment and placement support, support groups and English Language classes. All staff of the agency is responsible for demonstrating support and commitment to the mandate and objectives of the Centre. Staff is expected to work in the spirit of cooperation and to actively promote harmonious relations among staff members.

#### **Role Overview:**

The LIP Community Engagement Coordinator is instrumental in newcomer engagement, partnership building, and research to support the North East Toronto Local Immigration Partnership. This position enhances coordinated services for newcomers by fostering relationships with service providers, government agencies, school boards, and community organizations. This position has a dual reporting responsibility to the NET LIP Manager and the Executive Director at Working Women Community Centre.

#### **RESPONSIBILITIES:**

##### **Community Research and Strategic Plan Development**

- Assist with conducting comprehensive community assessments to identify strengths, needs, and opportunities within the newcomer population and wider community
- Utilize qualitative and quantitative research methods to gather and analyze data that informs community needs and priorities
- Collaborate with stakeholders to develop a strategic plan that aligns with community needs and goals of the Local Immigration Partnership
- Facilitate planning sessions and workshops with community members and stakeholders to gather input and foster a collaborative approach to strategic planning
- Establish metrics and methods for evaluating the effectiveness of work plans, ensuring alignment with the strategic plan
- Monitor the implementation of the strategic plan and make adjustments based on ongoing community feedback and evaluation results
- Foster an environment of collaboration by establishing working groups or committees focused on specific strategic priorities



### **Work Group Coordination:**

- Coordinate a thematic Work Group (WG), including:
  - Development and implementation of the Annual Action Plan
  - Meeting logistics, agenda development, minute taking, and distribution.
  - Outreach, facilitation, and support in accordance with the Strategic and Action Plan
- Build relationships with community service providers, residents, neighborhood leadership, faith groups, and other relevant stakeholders
- Engage with stakeholders through various networks to disseminate Local Immigration Partnership initiatives and seek new partnership opportunities
- Ensure participation of WG members in all Council meetings and relevant events
- Maintain relationships with both new and existing WG members

### **Program Support, Communication, and Outreach:**

- Create and compile content for external communications (newsletters, newsflashes, social media)
- Contribute to the implementation of the LIP's communication strategy to ensure clear communication of project activities
- Organize and implement Local Immigration Partnership events and workshops
- Maintain and administer the database of the North and East wide agency-based partnership and members
- Supervise placement students and volunteers.
- Work collaboratively with other WG coordinators and LIPs to ensure overall project goals are achieved
- Prepare and submit monthly statistics and progress reports pertaining to project outcomes

### **QUALIFICATIONS:**

- Bachelor's Degree in Social Science, Health Promotion, Political Science, Community Planning, International Development, Communications, or a related field
- 2–3 years of relevant experience, particularly working with low-income, multi-racial, and multi-lingual newcomer communities
- Strong research, outreach, and frontline service experience
- Excellent relationship management, verbal and written communication, and public speaking skills
- Proficiency in MS Office, Canva, and data analysis
- Familiarity with Toronto's immigration, settlement, and community programs.
- Experience working within an anti-oppression and 2SLGBTQI+ positive framework.
- Highly organized, able to manage multiple projects, and comfortable facilitating programs in virtual environments



**Please submit your interest to [vhenriques@workingwomencc.org](mailto:vhenriques@workingwomencc.org)  
with the subject line: NET LIP Coordinator by March 13, 2026.**

*Working Women Community Centre is an equal opportunity employer and welcomes applicants from equity seeking groups. WWCC encourages applications from candidates with diverse cultural backgrounds, visible minorities, Aboriginal people and people with disabilities. Working Women Community Centre is a scent free workplace.*