



Miziwe Biik  
Aboriginal Employment  
and Training



Christie Ossington Neighbourhood Centre (CONC) is hiring a  
**Space Use Coordinator (Contract, Training Position)**  
30 hours per week for approximately 12 months

**Applicants must be registered with Miziwe Biik Aboriginal Employment and Training Program to be eligible for hire. If you are not registered, but would like to be, please contact Miziwe Biik at (416) 591-2310.**

**Position Summary:**

The Space Use Coordinator will contribute to the management of space use at the new George Chuvalo Community Centre, setting an inclusive, accessible and welcoming tone. With training and support, they will respond to phone, email and in person inquiries about centre space use, including rentals and community programming. With training and support, they will provide centre tours, assist community members to apply for space, and coordinate booking details. They will work alongside staff and volunteers. The position will work approximately 35 hours per week on a schedule to be determined by operational needs. This position will receive supervision from the Director of Operations.

The position will begin ASAP and continue for approximately 50 weeks. The job site will be George Chuvalo Community Centre at 50 Sousa Mendes Street in Toronto's Junction Triangle.

**Responsibilities:**

- Work with a supervisor to identify their existing assets, skills and resources, and interests
- Participate in on-going training
- Work with supports to identify employment goals and plan their next role
- Contribute to the shaping of their role and duties to complement their personality, interests and goals
- Welcome and orient visitors to space use options at the centre
- Share information about programming and activities
- Assist with set-up and tear-down of events and activities, including enforcing expectations for space users when necessary
- Respond to phone, email and in person inquiries in a polite, professional manner
- Share and explain policies and procedures related to space use, including rentals and community programming
- Pass on information to management and other staff members as appropriate, including taking useful notes
- Contribute to cleanliness, tidiness and organization of the centre
- Provide centre tours, including a land acknowledgement

- Contribute to opening and closing, and security procedures in the centre, including supervising space users during their bookings
- Assist with centre events, programs and activities as needed
- Work in harmony with staff and volunteers
- Work with supports to identify employment goals and plan their next role

**Qualifications:**

- Interest in reception, customer service, community service or public facing employment industries
- Willingness to learn and grow in a position with progressive responsibilities
- Willingness to debrief, receive constructive feedback and learn from mistakes
- Strong reading and writing skills would be an asset
- Basic computer skills would be an asset
- Personable, friendly and a good sense of humour
- Must enjoy interacting with new people of all diversities and be committed to inclusion and accessibility
- Interest in public speaking would be an asset

**Note:**

The successful candidate must obtain a criminal reference check, and discuss any findings with the Program Manager for consideration.

**How to Apply:**

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Please submit your resume and cover letter (including confirmation that you are registered with Miziwe Biik) **ASAP to [julia@conc.ca](mailto:julia@conc.ca)**. We recognize the importance of a diverse workforce and encourage applications from Indigenous persons, LGBTQI2S+-identified persons, members of a visible minority, and persons with a disability. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all candidates for their interest, however only those selected for an interview will be contacted.

**Application Deadline: April 30, 2019**