



Inspiration. Empowerment. Action.

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Job Posting Community Development Facilitator

Roots Community Services Inc. (RootsCS) offers culturally relevant programs and services to empower and inspire individuals, primarily from the Black, African, and Caribbean (BAC) communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and help them find solutions to improve their health, well-being, and quality of life, as well as to heal from the trauma that inhibits their lives.

The Position

Roots Community Services Inc. is seeking a passionate and community-minded Community Development Facilitator to join our team as part of an innovative pilot project supported by Immigration, Refugees and Citizenship Canada (IRCC) and the United Way. This role is central to fostering inclusive, welcoming neighbourhoods that support newcomer integration and strengthen community connections.

Reporting to the Manager, Strategic Initiatives, the facilitator will work within a specific community catchment area to engage residents—particularly newcomers—in social and learning initiatives. The focus is on enhancing local connections, promoting a sense of belonging, and linking individuals to both formal and informal community assets, including natural, social, and service-based resources.

This position involves direct, in-person community engagement, and some local travel will be required. The successful candidate will play a key role in shaping how settlement services can work alongside neighbourhoods to better support the inclusion of newcomers and community wellbeing.

Contract Term to March 31, 2026.

Renewable on April 1 of each year, based on funding availability and satisfactory performance. **Hours of Work:** 35 hours per week

Compensation: \$ 56,875.00

Start Date: Immediate

Direct Report: Manager, Strategic Initiatives

36 Queen Street E., Lower-Level Brampton ON L6V 1A2 Canada

Major Duties & Responsibilities

The major responsibilities for this role include, but are not limited to, the following:

Community Engagement & Inclusion

- Engage community members and stakeholders to identify strengths, assets, and opportunities for social connection and the inclusion of newcomers within the designated catchment area.
- Work with residents to gather initial data on community strengths and opportunities for building connections and supporting integration.
- Engage with service providers, informal groups, and stakeholders to develop navigation pathways for newcomers and other residents to access social, natural, and service-based supports.

Program Design & Facilitation

- Design and facilitate community forums and learning exchanges on topics such as local history, Indigenous relationships, and the role of immigration in community development.
- Collaborate with service agencies and informal groups to co-create and implement community-based initiatives that promote inclusion and social participation.
- Develop action plans and support their implementation with the involvement of community volunteers.

Volunteer & Partnership Development

- Support the recruitment, coordination, and participation of volunteers in delivering community-based initiatives.
- Work in partnership with other Community Development Facilitators and organizations through a community of practice model to strengthen cross-catchment collaboration and learning.
- Contribute to partnership development and joint initiatives aligned with program objectives.

Evaluation, Reporting & Administration

- Contribute to ongoing project evaluation, research, and communication efforts.
- Collect and compile data, including statistical and narrative reports, for funders and internal organizational use.
- Ensure compliance with program and organizational protocols, including occupational health and safety standards.

Computer Skills

- Strong working knowledge and ability to navigate a PC Windows environment, including shared drives.
- Proficiency in Microsoft Office Suite, internet applications, and experience using database systems.
- Ability and willingness to quickly learn new software applications.

Working Conditions

- Ability to work evenings and weekends as required from a variety of locations within the Region of Peel.
- RootsCS operates using a variety of work models, such as the Hybrid Hotelling model. Work models depend on the specific role and are at the discretion of the organization.
- Comfortable lifting and carrying objects up to 10 lbs, and sitting or standing for long periods.

General Duties

- Participate in staff and team meetings and engage in ongoing professional development activities.
- Follow safe work practices and promptly report unsafe conditions.
- Perform other related duties as required to support the success of the program and partnerships.

Qualifications & Other Requirements

Education and Experience

- Post-secondary education in Community Development, Social Service Work, Human Services, or a related field, combined with relevant experience in community development and/or settlement services.
- Extensive knowledge of the immigration system and available newcomer services.
- Experience working with diverse communities, particularly newcomers, in a variety of settings, including grassroots and service-based environments.

Skills and Competencies

- Strong interpersonal, facilitation, and leadership skills, with the ability to build rapport, listen actively, and guide constructive group dialogue.
- Knowledge of community development principles, including participatory action, co-design, and collaboration with community members.
- Capacity to collect, analyze, and interpret community data and apply findings to program planning; familiarity with the Region of Peel is an asset.
- Excellent organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Conflict resolution and problem-solving abilities using a diplomatic and respectful approach.
- Strong cultural competency and demonstrated commitment to serving the needs of newcomers in a diverse, inclusive, and equitable environment.
- Ability to adapt communication styles across diverse cultural contexts and effectively present information in a clear and inclusive manner.

Sector Knowledge and Values

- Familiarity with the social service sector within the Greater Toronto Area, particularly the Region of Peel.
- Strong understanding of diversity, equity, and inclusive practices.
- Awareness of the impacts of anti-racism, anti-oppression, and systemic discrimination on racialized and marginalized communities.

- Knowledge of and sensitivity to the lived experiences and diverse needs, identities, and backgrounds of the Black population in the Region of Peel.
- Understanding of cultural and local programs and services to which to refer individuals and families from the Black, African, and Caribbean communities.

Other Requirements

- Valid Ontario driver's license, access to a reliable vehicle, and proof of comprehensive insurance.
- Ability to work flexible hours, including evenings and weekends, and travel to various community locations.
- Valid and clean Vulnerable Sector Check
- Satisfactory employment references.
- Willingness to wear personal protective equipment (PPE) when working in the community, as required.
- The individual must model strong values, beliefs, and principles and respect people of diverse backgrounds and perspectives.
- Occasional standing for extended periods, and some occasional lifting may be required.
- Demonstrate sound and safe work habits.
- Other duties may be assigned.

As part of our mandate for inclusivity, reasonable accommodation can be made for all incumbents to perform the physical functions described in the job.

This job description indicates the key responsibilities and core functions of the position. It is not intended to encompass a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as needed.

All employees are expected to participate in special assignments as part of a team-oriented and an inclusive organization. These include fundraising, strategic planning, and other related activities that contribute to the continuous development and expansion of Roots Community Services Inc.

Employees are expected to contribute to ongoing departmental growth and improvement through excellent job performance and proactive communication. Each employee and team are integral to RootsCS' mission.

RootsCS is committed to diversity in its workplaces and welcomes individuals from all visible minority groups, women, Aboriginal persons, LGBTQ, and persons with disabilities, among other self-identified diverse groups.

We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA) if you require accommodation for a disability during any stage.