



## Career Opportunity

### Community Development Coordinator, Greater Toronto Area

(4 days per week)

Toronto, Canada

Parkinson Canada is the voice of Parkinson's disease in Canada. Our purpose is to transform the lives of people living with Parkinson's. We do this through research leading to better treatments and the end of Parkinson's, advocacy bringing the voices of Parkinson's to the forefront and support that helps people live well with Parkinson's through education and services.

As Parkinson Canada employees, we believe in being:

- **Bold** by embracing new ideas and confidently taking action.
- **Compassionate** by striving always to walk in the shoes of those we serve.
- **Collaborative** by working cooperatively with all stakeholders so that together we can achieve more.
- **Trustworthy** by keeping our word and always doing what we promise.

#### What we need

We seek a candidate who will be a vital part of a Canada-wide team of staff and volunteers. As a Community Development Coordinator, your top priority will be to facilitate the development of the communities in the Greater Toronto Area through the management of support groups, providing consistent services, resources and education and building awareness of the needs of those living with Parkinson's. The successful incumbent will promote Parkinson Canada as a trusted partner who serves individuals, caregivers and the medical professionals who care for people living with Parkinson's disease. **This position will work out of our Toronto Office (Yonge Street / York Mills), 4 days per week.**

#### Your contribution

As the successful candidate, you will bring your can do attitude to fulfill the following responsibilities:

##### ***Support Group Development***

- Through regular visits and frequent contact with support groups, develop and nurture a trust relationship through demonstration of support and reputable practices;
- Provide education, resources/materials to Support Group facilitators;
- Facilitate communication between the support groups, support group members and Parkinson Canada office as needed;
- Identify needs and gaps and create new support groups as required;
- Respond to people living with Parkinson's and their care partners' requests about available Parkinson Canada services and support.

##### ***Volunteer Recruitment and Engagement***

- Recruit, train and engage volunteers, including new support group facilitators, event volunteers and Ontario Ambassadors (post volunteer positions, interview volunteers, provide training and orientation and evaluation as required).

##### ***Government Relations and Partnerships***

- Liaise with relevant Ontario government departments to advocate for improved health care services and resources for people with Parkinson's;



- Liaise and engage with relevant Ontario organizations, associations and coalitions to advance Parkinson Canada positions;
- Carry out information and data gathering to support provincial advocacy campaigns, and prepare presentations as required.

#### **Education**

- Organize education sessions: develop event objectives, secure speakers & venues, and work with the communications team for marketing to ensure that education sessions are well attended, track and report against objectives.

#### **Events and Fundraising**

- Identify key volunteers to assist with special event fundraising;
- Work with the Special Events team to assist with SuperWalk and other local fund-raising events, provide leadership and support as required so that all revenue targets are met;
- Work in conjunction with the resource development team to identify potential fundraising growth opportunities within the local community to include, but not be limited to, third party events ensuring agreements are signed and centrally; support and provide guidance for events as required.

#### **What is needed to succeed in this role**

- Degree or Diploma in social services, business administration or related field, with specific knowledge of, events management, community development, volunteer management and government relations;
- Minimum of 2 years' experience with managing volunteers and events management;
- Ability to work collaboratively and independently as well as prioritize multiple projects and meet deadlines;
- Excellent communication skills and interpersonal skills with the ability to interact with individuals from diverse backgrounds in person and on the phone;
- Proficient computer skills: Microsoft Word, Excel, PowerPoint, database systems, Internet;
- Demonstrated ability to work independently and as a member of a team;
- Ability to travel - car and valid driver's license required;
- Experience working in a not-for-profit sector is an asset;
- Raiser's Edge and Luminate training is an asset;
- Bilingualism (French / English) is an asset.

If you are passionate about applying your knowledge, skills and experience to make a tremendous difference in the lives of Canadians living with Parkinson's, then this role is for you! Please send your résumé in confidence, **stating salary expectations by 4:00 p.m. on Monday, December 31, 2018.**

**Human Resources  
Parkinson Canada  
4211 Yonge Street, Suite 316  
Toronto, Ontario M2P 2A9  
E-mail: [human.resources@parkinson.ca](mailto:human.resources@parkinson.ca)  
Please quote Reference #CDCGTA-1118**

*Parkinson Canada is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Parkinson Canada will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Please indicate accommodations as required if contacted.*