



Cambridge Neighbourhood Table Program Manager Job Posting

For more than 20 years, Kinbridge Community Association has been serving the needs of local residents and their families by providing programs and services aimed at strengthening our community of over 24,000 residents living in south Cambridge, Christopher Champlain and Southwood neighbourhoods. As a grass roots organization, Kinbridge focuses on actively engaging and empowering community through positive relationship building and the facilitation of programs and services that embrace equity, inclusion and diversity.

Kinbridge is hiring a special individual to launch and manage the Cambridge Neighbourhood Table Program. Cambridge Neighbourhood Table is a community development program, created in collaboration with Citizens for Cambridge, For the City and a dedicated steering committee of partners, community members, stakeholders and staff from the City of Cambridge and the Region of Waterloo. An innovative neighbourhood grassroots program, with a primary purpose of community development, where everyone in the neighbourhood is invited, using a communal dining approach to create a connected neighbourhood. The focus is on building relationships in our neighbourhoods through supportive connections, promoting social inclusion so everyone belongs, feels welcome and no one is left behind.

Kinbridge is looking for someone who:

- Is outstanding in community development.
- Is passionate about building relationships, creating inclusive opportunities and connecting people.
- Is skilled in collaborating with diverse individuals, teams and groups towards a common goal.

This is a multi-faceted role that will coordinate and synchronize the various components of the Cambridge Neighbourhood Table Program. The successful applicant will be an organized and motivated self-starter with demonstrated knowledge and skills in not for profit sector, grass roots community development, meal programs, persons with addictions and mental health challenges, and integrating recreation and social inclusion programs. Duties include:

- Leading and managing the implementation of Cambridge Neighbourhood Table growing from one evening meal each week in one neighbourhood, to five evening meals a week in five neighbourhoods throughout Cambridge Monday to Friday, one meal per day.
- Lead the development of an innovative program where guests will be invited to gather Monday-to-Friday in a welcoming community space from 5 pm to 9 pm for connections to the local neighbourhood, social activities, fellowship and supportive services. People will have the opportunity to share conversations and a meal.
- Monitoring and managing the development, implementation and evaluation of the program.
- Managing staff and volunteers, partner engagement, work with committees and program outcome measurements.

- Cultivating and soliciting relationships with individuals, committees, community groups, corporations, and stakeholders.

Competencies:

In order to be successful in this position, candidates must uphold, support, and implement Kinbridge's Mission, Vision and Core Values in addition to the following competencies:

❖ Detail Oriented ❖ Management ❖ Balanced Decision Making ❖ Flexibility ❖
 ❖ Communication Skills ❖ Multitasking ❖ Positivity ❖ Problem Solving ❖ Passion ❖
 ❖ Strong Relationship Building Skills ❖ Community Development Skills ❖
 ❖ Initiator ❖ Entrepreneurial ❖

Qualifications:

- **Education:** Post-Secondary in any of these fields: Human Services; Community Based Social Work; Community Development; Community Based Therapeutic Recreation
- **Experience:** 3-5 years work experience in programs and services, management and evaluation, community development, including supervision.
- **Certifications:** UMAB (Understanding and Managing Aggressive Behaviours), ASIST Training, First Aid, Safe Food Handling

Requirements:

- Police Records Check, including a screening with the vulnerable sector.
- Medical Form
- Valid "G" Class Driver's licence and use of a personal car
- Ministry of Transportation 3-Year Driving Record

Experience:

- demonstrated ability to engage, motivate, and leverage stakeholders both internally and externally
- Demonstrated ability to assess current priorities, workload, and resources, and establish an action plan ensuring immediate needs are met while longer-term strategies, plans and actions are developed
- Proven ability to work in a collaborative, team environment, as well as, independently
- Demonstrated leadership and team building skills, including the ability to motivate staff and volunteers
- Demonstrated abilities to work with diverse communities and views

In addition to your resume, email a two-page summary detailing how your skills, experience and education will contribute to your success in this position. Please email to:

Joe-Ann McComb, Executive Director E-mail: joe-anm@kinbridge.ca

Deadline for Resume Submission is Friday, January 17th, 2020 by 5:00pm

We appreciate all applications, however, only those selected for an interview will be contacted.

Thank you.