



A project of  MakeWay

**Coordinator, Process and Systems Navigation**  
**12 months Maternity Leave Contract, Fulltime (37.5 hours/week)**  
**Starting salary: \$ 50,903 + benefits**

The Storefront has deep roots in the Kingston-Galloway/Orton Park community of East Scarborough. For the past 20 years The Storefront has been working with grassroots leaders, organizations and institutions to find new ways to strengthen the community's social fabric to improve social, economic and environmental conditions for the residents who live in East Scarborough's inner-suburban communities.

The Storefront is a project on [MakeWay's shared platform](#).

MakeWay believes in a world where everyone is living in a stable climate and is treated fairly and equally. Where people feel secure and part of a community. Ecosystems are in balance, and waters are clean. When our environment is healthy, economies and communities can thrive. This is the world we work toward. We do it with collaboration and creativity, with changemakers, funders, community organizations and investors from coast to coast to coast.

**The Storefront is seeking a** Coordinator of Process and Systems Navigation. This role ensures that the Storefront's supports, programs and services are relevant, seamless and productive for people accessing the Storefront service hub and community development projects.

**What the Coordinator of Process and Systems Navigation will be responsible for:**

- Coordinating with staff, partners and students/volunteers to plan, monitor and deliver holistic community services and supports using the [Connected Community Approach](#)
- Documenting and reviewing project, programs and services processes, identifying gaps and recommending improvements for process optimization, and ensuring compliance.

- Coordinating the flow of information, administrative processes and documentation associated with projects, programs and services while prioritizing mechanisms to ensure privacy and confidentiality
- Coordinating with staff members to ensure appropriate gathering of feedback and evaluation information from residents and partners.
- Providing staff members with context between new and existing processes in place and our organizational strategies.
- Monitoring assigned budgets, specifically personal financial support for job seekers
- Playing an active role on The Storefront's coordination team and embracing the interconnectedness of all work at The Storefront
- Recruiting and supporting students from appropriate academic institutions to support Storefront projects
- Contributing to proposal writing and reporting

#### **Who we are looking for:**

The Coordinator of Process and Systems Navigation will need **skills associated with streamlining processes such as facilitation and relationship building** to work with staff, partners and students/volunteers, **strong analytical skills** to gather information, make connections and identify gaps, and **project management skills** to operationalize recommended processes.

The successful candidate will have extensive **experience working in and with diverse staff teams and communities, a post secondary diploma or degree in a human and/or community centred discipline; experience as a coordinator considered an asset.**

We are looking for someone who has a deep **commitment to equity** principles and goals and who believes in the **power of “by the community for the community”** solutions to complex social issues. **Lived experience** of poverty, racialization or other forms of marginalization considered an asset.

The ideal candidate will put **relationships** at the centre of their work.

The successful candidate will require a **comfort with complexity, ambiguity and embracing the messiness that comes with working in emergence**; the successful candidate will be able to move easily between the **conceptual and the practical** and

take **ownership for an excellent process** while at the same time **sharing power**, trusting the process and having fun.

The Coordinator of Process and Systems Navigation will have exceptional verbal and written communication skills and experience:

- Facilitating internal meetings and integrating new information into processes
- Optimizing processes so that they are clear, seamless and adaptable to changing circumstances
- Managing project budgets, writing proposals/reports

**Organizational context:** MakeWay Society holds full legal and fiduciary responsibility for the work of The Storefront and delegates responsibility for the vision and community based priorities and strategies to The Storefront Steering Committee and Director/Principal; ***the selected candidate will be an employee of MakeWay***

For more information about The Storefront and MakeWay, please visit:

[www.thestorefront.org](http://www.thestorefront.org)

<https://makeway.org/solutions/shared-platform/>

### How to Apply

Candidates can apply by sending a 1-2 page reflection on why you feel you may be the right fit for this position along with your resume to:

Sahar Vermezyari: [svermezyari@thestorefront.org](mailto:svermezyari@thestorefront.org)

Closing date: **Tuesday August 3, 2021**

**Candidates selected for a group interview will be invited to participate in an initial screening process on Thursday Aug 12, 2021 from 2 pm to 4 pm.**

MakeWay and The Storefront are strongly committed to creating ***a diverse and equitable workplace reflective of the community; we welcome and encourage applications from Black and Indigenous people, other equity seeking groups. We are proud to be an equal opportunity employer.***

*MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.*

No phone calls or recruiters please