



A project of  MakeWay

**Coordinator, Cross-Circle Initiatives**  
**Fulltime (37.5 hours/week) 1 year contract with possibility to extend**  
**Starting salary: \$52,460+ benefits**  
**In person 4 days a week (Scarborough) + 1 day remote work**

## **The opportunity**

Join us as our new **Coordinator of Cross-Circle Initiatives** and be part of a team that works together to strengthen the East Scarborough community ecosystem.

Deeply rooted in the Kingston-Galloway/Orton Park community of East Scarborough, for over 20 years, **East Scarborough Storefront** has been working with grassroots leaders, organizations and institutions to improve social, economic, and environmental conditions for the residents who live in East Scarborough's inner-suburban communities.

In this new role, the **Coordinator of Cross-Circle Initiatives** will be responsible for supporting and strengthening various projects, processes and programs across multiple teams within the organization. This is a cross-functional role that ensures continuity of services and helps implement special projects or time-sensitive initiatives. Reporting to the Director, the Coordinator will support key initiatives and daily operations across departments such as Grassroots Leadership Strategies, Community Wide Strategies, Community Resources, Employment & Training and Systems Infrastructure.

We are committed to continuing to foster a healthy and value-based organizational culture. We provide a comprehensive extended employee health benefits package, generous number of personal days, and 3 weeks of vacation upon start. You are also eligible for RRSP contributions after 2 years of employment. This is what some of our staff had to say about the organizational culture at the East Scarborough Storefront:

- *"I'm encouraged to bring my whole self to work."*
- *"My supervisor and team encourage me to take breaks and utilize my Personal Days to prevent burnout."*
- *"Storefront prioritizes empathy and a people-first approach - this makes me feel like there's a safe space for honesty and openness at work."*
- *"We have a diverse staff group and have persons from all walks of life"*

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

## **About you**

You're the ideal candidate if you have:

Experience and Education (we are open to different pathways):

- Post secondary diploma or degree specialization in Community Development, Social Services, Social Work, International Development, or the equivalent progressive combination of 4 years of education, professional certification, and professional work experience in nonprofit, community-based, or public-sector settings in project coordination or program support
- Experience in facilitation, partnerships development, community engagement and communication
- Experience in cross-functional collaboration
- Experience in strategy implementation and ability to navigate between systems-level thinking, and detailed day to day tasks
- Experience working in the non-profit sector, particularly community based settings

#### Skills

- Strong relationship building skills with grassroots leaders, residents, and partner organizations
- Collaboration skills to work within staff teams; comfortable navigating complexity and emergence
- Ability to pick up new information quickly while keeping track of moving pieces and ensuring follow-through on tasks and timelines
- Analytical and documentation skills to track workflows, support implementation of new processes, and contribute to system improvements
- Excellent outreach and event coordination skills
- Strong verbal and written communication skills; ability to synthesize complex information clearly for different audiences; skilled at note-taking, summarizing, and reporting.
- Strong computer proficiency, experience with Excel, Canva, and Google Suite an asset

#### Approach

- Deep commitment to equity, anti-racism, and anti-oppression principles and goals.
- A belief in the power of “by the community for the community” solutions to complex social issues
- Collaborative and relational: Values team-based work and strong interpersonal relationships.
- Alignment with Storefront’s values and principles, as articulated in our [Playbook and Equity Framework](#)
- 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 be able to move easily between the **conceptual and the practical and take ownership for good process** while at the same time **sharing power, trusting the process, and having fun**. This is an opportunity to intentionally apply the [Connected Community Approach](#) to community development.

**Responsibilities:** While the responsibilities listed reflect the breadth of the role, they are carried out at varying levels and frequencies depending on the evolving needs and priorities of the Storefront and not all at once.

### **Project Implementation**

- Coordinate existing and new cross-departmental initiatives and events by managing timelines, logistics, and deliverables, while supporting execution of tasks and identifying risks.
- Working with local networks and representing The Storefront at tables to break silos and encourage community wide collaborations
- Assist in aligning cross-team activities to ensure cohesion and avoid duplication

### **Knowledge Sharing and Communication**

- Assist in aligning project work with broader Storefront strategies and priorities.
- Facilitate internal knowledge sharing by seeking information across teams, surfacing connections and ensuring a shared understanding of work-in-progress
- Coordinate meeting agendas, take notes, and support follow-ups
- Package and share learnings from special projects accessible formats for internal and external audiences.
- Develop flyers/graphics and other accessible documents to support communication & knowledge mobilization
- Support hosting community meetings, symposiums and knowledge-exchange events as required

### **Tracking, Evaluation & Reporting**

- Support data collection, light analysis, and participant follow-ups to inform strategic decisions and meet funder requirements
- Maintaining database/list/map and updating information by reaching out to different community entities
- Contribute to documenting and improving Storefront's processes and tools.

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

MakeWay Charitable 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; ***the selected candidate will be an employee of MakeWay.***

Our offices are open to serve the community in person; currently frontline staff are expected to be in the building 4-5 days a week.

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 letter on the skills and experience that you bring to this position along with your resume to Sahar Vermezyari, Director, [svermezyari@thestorefront.org](mailto:svermezyari@thestorefront.org) **Please include the subject line CCI Coordinator 2025 in the subject line.**

**Closing date: Sunday, August 31, 2025 at 11:59 PM.**

**Selected candidates will be invited to attend an in-person group screening on Wednesday September 3 at 10 am at the Storefront.**

**Interviews will be held on September 5, 2025 in person at the Storefront.**

Candidates can expect the hiring process to look deeper than what's been identified on the resume to determine whether a person aligns with the Storefront's culture and community.

*"I genuinely believe in the Storefront hiring process. It has the ability to highlight more than just skills on a resume. Being part of many group screenings, we received feedback from candidates that the process was exciting and that they enjoyed being part of a different way to apply for a job."*

*- Storefront staff member*

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, and other racialized and equity deserving groups. We are proud to be an equal opportunity employer.**

*At The Storefront, building trust and ensuring safety in our work is important to us. The successful candidate will be required to complete a criminal record check as part of the hiring process. We recognize that people's lived experiences are complex, and having a record does not automatically exclude you from consideration. If this raises any questions or concerns, we encourage you to reach out—we're committed to approaching this process with care, context, and humanity.*

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