

Black Daddies Club
Community Engagement Specialist - P/T MAX 10HRS WEEKLY
Black Fathers Toronto Participatory Action Research Project

Black Daddies Club is a community-based organization that was founded in 2007 to address the lack of services available to Black fathers in the City of Toronto. The Black Fathers Toronto Participatory Research Project is an initiative funded by the City of Toronto, tasked with conducting research to identify and develop information about the experiences, issues and barriers, which fathers of Afro-Caribbean and African-Canadian Communities encounter. The research project will develop a resource base of Canadian centered information to address the current gap in information about Black fathers from these communities, and will be used to strengthen the services and support systems available to Afro-Caribbean and African-Canadian fathers. Black Daddies Club is seeking a dynamic, well-organized, and highly experienced community organizer to serve as the Community Engagement Specialist. The selected candidate will work closely with the Executive Director and Project Advisory Committee, and will be involved with all aspects of the project.

Key Responsibilities:

Research

- Assist in project planning and monitoring of outputs against targets
- Assist in Participatory Action Research activities as per established work-plan/logic model
- Coordinate Participatory Action Research activities with facilitators and volunteers (surveys, interviews, and focus groups)
- Assist in advertisement and recruitment of community members to serve as research assistants (RAs), facilitators, volunteers, and project participants

Administrative

- Coordinate meetings between university partners, Advisory Committee, and Trustee where necessary
- In conjunction with the Advisory Committee draft financial statements which accurately depict project expenses/expenditures
- In conjunction with university partners draft the interim and final reports

Community Engagement

- Create partnerships with public agencies and local community agencies, to implement and stimulate interest in the PAR project
- Promote and publicize the PAR project among community groups and residents within the project areas
- Engage and liaise with Black fathers in the Greater Toronto Area
- Respond to general and specific enquiries regarding the project from the local Community (fathers, agencies, etc.)

Qualifications:**Ideal candidate will have:**

- Experience working in/with Afro-Caribbean/African-Canadian communities in the Greater Toronto Area
- Demonstrated ability to be organized
- Demonstrated ability to manage multiple concurrent aspects of coordinating a Research Project
- Demonstrated ability to manage and report finances in a transparent, organized manner
- Combination of Education & Experience in Participatory Action Research is desirable
- Strong English communication skills (candidate must have strong writing skills)

Application Process:

Applications should be submitted no later than Nov. 2nd 2012 @ 4:00pm, and include a cover letter, detailed curriculum vitae (CV) or resume and the names and contact details (title, phone, email) of two references. They should be emailed to: blackdaddiesces@gmail.com with the subject line heading “Community Engagement Specialist”.

We thank all applicants for their interest however only those candidates whose skills and experience best match the requirements of the position will be contacted.