



Part-time Community Planner Metro Toronto Movement for Literacy

Metro Toronto Movement for Literacy is a network of organizations and individuals who are involved in and support adult literacy. We are an independent non-profit organization. We provide leadership and work actively to develop and promote adult literacy in Toronto and York Region

Reporting to the Co-Executive Directors, the Community Planner is responsible for facilitating the Community Planning Process in the City of Toronto and York Region, as mandated by the Literacy and Basic Skills Section of MTCU.

Responsibilities:

- Facilitating meetings of the Local Literacy Committees in the City of Toronto (3 committees) and York Region (1 committee). These committees each meet approximately 5 to 7 times a year.
- Preparing work plans for the LLCs and implementing those work plans.
- Prepare the Literacy Service Plan for 2006 and reports or documentation required by the community planning process.
- Liaising with MTCU representatives around the community planning process.
- Ensuring that the Co-Executive Directors are fully informed about the progress of the Community Planning Process.
- Assist with Information and Referral functions including updating program information and answering the Literacy Access Network hotline.
- Administrative work relating to the operation of the organization.
- Others duties as required.

Qualifications:

- An understanding Community Planning, ideally as mandated by the Literacy Basic Skills Section of the Ontario Ministry of Training, Colleges and Universities. This understanding may be acquired through working in an LBS-funded agency, or through a community planning background.
- Sensitivity to adult literacy issues and the needs of adult literacy learners.
- Knowledge of adult literacy needs and services in the City of Toronto and York Region.
- Strong facilitation, interpersonal, and communication skills.
- Excellent information management, gathering, recording skills, detail oriented.
- Strong computer skills (MSWord, MSAccess, Excel and Outlook required. Other computer skills relevant to community planning an asset.)

This is a 3-day per week, 1-year contract position with possibility for renewal (\$37,000 per annum, pro-rated). This position requires some travel throughout the City of Toronto and York Region. Some flexibility in scheduling will be required.

Deadline for Applications: November 26, 2004. **Contract Commences:** January 10, 2005
Applications can be submitted by email to: admin@mtml.ca; by fax: (416) 961-8138; or by mail: Metro Toronto Movement for Literacy, 344 Bloor Street W., Suite 306, Toronto, ON M5S 3A7.