

## Community Animator

Tamarack Institute  
Learning Centre

### Community Animator – Participatory Grantmaking Pilot to build more equitable economies for immigrants and refugees in Peel Region

**Part-time Contract Position: November 1, 2021 – March 31, 2023**

**Note: Only applicants from the Peel Region will be considered**

#### **About Tamarack:**

Tamarack is a charitable organization dedicated to helping Canadian communities take ownership of local issues by making use of proven strategies for community engagement. We develop and support learning communities to help people collaborate, co-generate knowledge, and achieve collective impact on complex community issues. Our vision is to build a connected force for community change. Learn more about Tamarack at [www.tamarackcommunity.ca](http://www.tamarackcommunity.ca).

Through our work in Learning Services, we advance learning in our five idea areas:

- **Collective Impact** is the advanced form of collaboration which brings together different sectors for a common agenda to solve large, complex problems.
- **Community Engagement** is the process by which citizens are engaged to work and learn together on behalf of their communities to create and realize bold visions for the future.
- **Collaborative Leadership** brings together the appropriate people in constructive ways to create authentic visions and strategies for addressing shared concerns.
- **Community Development** is both the process of developing and enhancing the ability to act collectively and the outcome of collective action and its' results.
- **Evaluation** is the process of evaluating not only a single program or issue, but also the large scale, multi-faceted community change initiatives.

Through our work in Vibrant Communities Canada, we advance learning communities in three areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtable and the alignment of poverty reduction strategies at the municipal, provincial, and federal levels. Learn more at [www.vibrantcanada.ca](http://www.vibrantcanada.ca).

- **Cities Deepening Community** is dedicated to developing our collective understanding about the power of citizens and supporting programs, policies and practices that strengthen communities and neighbourhoods and mobilize citizen leadership to enhance social capital. Learn more at [www.deepeningcommunity.ca](http://www.deepeningcommunity.ca).
- **Communities Building Youth Futures** is a collective impact investment in 13 communities across Canada aimed at improving the education and employment outcomes for youth who are currently not in education, employment or training. This project will engage leaders at the local community level to build effective supports for youth.
- **Community Climate Transitions** is building a network of communities that are committed to tackling climate change through a multi-solving approach that advances, social, environmental, and economic goals simultaneously.

#### **Context of the contract:**

The Tamarack Institute and the World Education Services – Mariam Assefa Fund have partnered to launch a Participatory Grantmaking Pilot in one Ontario community from August 2021 to March 2023. The Region of Peel has been selected based on the population make-up, community readiness, assets and opportunities, and recognized needs through a letter of interest. The participatory grantmaking pilot will focus on the needs of immigrants and refugees in this community and fund community-selected projects or organizations that help to remove economic barriers and build equitable economies for immigrants and refugees. The participatory grantmaking process will cede decision-making power (including the priorities, criteria and process behind those decisions) about funding to community representatives.

#### **Role of the Community Animator – Participatory Grantmaking Pilot:**

The Community Animator, Participatory Grantmaking Pilot will work in close collaboration with the Tamarack team to support the implementation of the Participatory Grantmaking Pilot in the Peel community in partnership with World Education Services – Mariam Assefa Fund. The Community Animator will help organize the project at all stages and provide technical assistance to support and facilitate community engagement, community co-design efforts, and grantmaking processes. He or she will connect grantees and different community stakeholders in the Peel community. He or she will contribute to co-generate learnings and publish learning products with the Tamarack team. The Community Animator will work with the Tamarack team to ensure that all the deliverables of the Participatory Grantmaking Pilot are met in a timely fashion.

#### **On-going Duties and Responsibilities:**

- **Community Engagement for Panel Members:** Support the recruitment and engagement of panel members from the community of Peel by

- providing logistical support
- reviewing panel member applications
- organizing a selection meeting
- providing responses to all applicants
- ensuring communications with local organizations
- Other support, as needed
- **Participatory Grantmaking:**
  - Organize and co-host 4-5 participatory grantmaking panel sessions to review community data, discuss and determine community priorities, criteria and processes
  - Support the preparation and content for each session, including logistics and technology
  - Provide orientation to panel members and engagement activities, as needed
  - Develop a process to recognize and thank the panel
- **Funding Application Process and Funding Allocation:**
  - Develop and circulate the application package for funding, including organizing a community information session to answer questions
  - Help design an application review process and engage panel members (or recruit new members if needed) for the review committee
  - Prepare all materials and logistics, including technology to support the work of the review committee (e.g., agenda, documents, matrix, etc.)
  - Notify all applicants about the status of their proposal
- **Monitoring and Support to Funded Organizations:**
  - Develop funding agreements with each of the funded projects or organizations
  - Provide administrative support to sign agreements and flow funding to the projects
  - Monitor the disbursement of the funds in the database
- **Reporting:**
  - Develop progress report templates for the projects (intermediary and final reports)
  - Connect with grantees
  - Monitor and consolidate progress reports and data; troubleshoot issues that might arise
  - Contribute to the production of the Tamarack report for World Education Services
- **Support and Learnings:**
  - Plan and support regular Community of Practice calls with the funded organizations
  - Organize for coaching calls, as required
  - Collaborate with the Tamarack team to produce case studies and tools for the communities, and other learning products, as needed
- **Communications:**
  - Draft and propose content for social media and website

### Qualifications:

We look for great people, who are positive, results-oriented, loyal, and patient with a big heart for social justice. The Community Animator is a team player, who is collaborative and a problem-solver with a proven ability to work with diverse stakeholders and build relationships. Candidates with lived or living experience of immigration are strongly encouraged to apply.

- Proven experience and education, most often attached through completing a post-secondary degree and a minimum of three years of employment in a related position in Canada or abroad

- Understanding of the core concepts related to effective community change and innovative strategies and knowledge and experience in advancing justice, equity, diversity and inclusion.
- Effective research and writing skills, knowledge of social media and an ability to work within a Microsoft 365 virtual environment
- Ability to work remotely, both independently and in co-operation with a remote team, in a continually evolving organizational environment
- Highly relational, both in-person and online, to effectively build trust and commitment with members to ensure that they are engaged
- Highly organized, self-motivated and self-directed, with demonstrated skills and the capacity to multi-task
- Proven ability to build a work plan and meet deliverables and deadlines
- Ability to maintain a systems-level perspective as well as ensure that the detailed deliverables are met
- Knowledge or experience in philanthropy and advancing the practice of grantmaking is an asset
- Bilingual or multilingual is an asset

**Supervision and Reporting:**

The Community Animator reports to the Consulting Director Québec, Tamarack Learning Centre. They are a member of the Learning Center team and are required to contribute to the overall achievement of Tamarack's strategic goals and deliverables of the Tamarack team as a whole. He or she will also work closely with the other members of the Tamarack team.

**Work Environment:**

This job is part-time and is based at a home office. It will include in-person meetings in the Peel region, as COVID restrictions allow and adhering to all safety protocols.

**Salary & Benefits:**

Tamarack provides a competitive salary and benefits, lieu and flex time and operates within a progressive management philosophy. This is a part-time, 24-hour per week position. Compensation is rated between \$27,000 to \$36,000 per year (\$45,000 to \$60,000 FTE).

Tamarack is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**To Apply:**

Please send your resume and cover letter to Jana Harris at [jana@tamarackcommunity.ca](mailto:jana@tamarackcommunity.ca) by October 29<sup>th</sup>, 2021. While we thank all interested applicants, only successful candidates will be contacted.