

Job Posting:
National Network Coordinator
The Canadian Network of Community Land Trusts

The Canadian Network of Community Land Trusts is a non-profit membership organization of community land trusts and cooperative ownership organizations. The CNCLT works to develop a national knowledge sharing platform and supportive infrastructure to ensure the success and growth of the Community Land Trust (CLT) model throughout Canada.

Job Application Deadline:	June 10, 2022 at 5:00 pm EST
Job Title:	National Network Coordinator
Reports to:	Board of Directors
Work Week:	37.5 hours/week
Contract:	2 year
Start Date:	July 2022
Salary:	\$55,000 - \$62,000 + benefits

A. OVERVIEW

The Canadian Network of Community Land Trusts (CNCLT) seeks a National Network Coordinator to lead the implementation of a new Technical Assistance Program for member Community Land Trusts at different stages of organizational development. Community Land Trusts (CLTs) are community led, non-profit organizations which acquire and hold land in the interest of their local community. CLTs operate on a variety of scales choosing to represent either neighbourhoods, cities, or regions. CLTs are long-term stewards of affordability, which work to ensure perpetually affordable housing, and to secure space for high social-benefit non-profit enterprises.

The CNCLT Technical Assistance Program aims to support the healthy growth and increased impacts of the CLT sector through the documentation and dissemination of best practices. The objective is to grow, amplify, and consolidate the effectiveness and ongoing collaboration of CLTs across Canada.

The National Network Coordinator will be responsible for coordinating the overall process of developing, implementing, and administering the Technical Assistance Program in collaboration with expert consultants and member organizations. The Technical Assistance program includes:

- 1) to provide supportive technical assistance services (e.g. strategic planning, business planning, project feasibility analysis and development consulting);
- 2) to develop knowledge transfer products;

- 3) to gather best practices resources & tools;
- 4) to promote peer networking and knowledge sharing among members including annual network conferences; and
- 5) offer professional development opportunities for member organizations through online webinars and workshops.

The Coordinator will be indispensable for supporting the growing CLT movement in Canada. In addition to the implementation and coordination of the Technical Assistance Program, the Coordinator will be also responsible for member organization engagement, media inquiries, communications, and day-to-day operations of the network.

The ideal candidate will be an early or mid-career community development professional with experience working with non-profit community-based organizations, affordable housing organizations, and social real estate organizations with a strong commitment to housing justice, anti-racism, decolonization, and equitable development. **We strongly encourage applications from equity-deserving groups.** Due to the uniqueness of this role, on the job training will be provided, as needed.

B. DESIRED RESPONSIBILITIES

Network Organizing

- *Mobilize* established and emerging CLTs to participate and contribute to CNCLT activities;
- *Invite* participation from organizations and community groups interested in the CLT model, particularly in equity-seeking communities;
- *Gather* CLTs for an annual conference (online or in person - TBD)

Education & Technical Assistance

- *Identify* common needs and challenges faced by member CLTs;
- *Collaborate* with technical expert consultants to develop, organize and administer technical support services;
- *Gather* and *create* knowledge transfer products and best practice tools for CLTs;
- *Develop* an online CLT knowledge hub on the CNCLT website;
- *Host* opportunities for peer networking and knowledge sharing; and
- *Organize* online workshops and webinar events on CLTs, community ownership and affordable housing.

Operations

- *Provide general administration* of the network including email and phone communications, member database management, social media, budget management, funder reporting, meeting invitations, agendas and minutes.

C. QUALIFICATIONS

Required Qualifications

- A strong commitment to housing justice, anti-racism, decolonization, and equitable development.
- 3-5 years of related work experience or equivalent;
- Well organized and able to manage multi-phase engagement projects;
- Education and or experience in non-profit community development, adult education, urban planning, affordable housing, social real estate, or equivalent;
- Excellent verbal and interpersonal skills;
- Strong written and online communication skills;
- Proven group facilitation skills;
- Strong track record of establishing positive internal/external relationships;
- Commitment to working from an anti-oppression and social justice framework;
- Ability to work within a diverse community (including working with seniors, youth, people with different abilities and different cultural and socio-economic backgrounds)
- Solid understanding of office software including Word, Excel, PowerPoint, and Outlook (knowledge of *Accounting/budget software* a plus).

Preferred Qualifications

- Fully vaccinated for COVID-19
- Bilingual (English and French)
- Experience with membership organizations and member engagement;
- Knowledge and experience of the CLT model and other cooperative ownership and shared equity models;
- Knowledge of Canadian affordable housing related policies and programs;
- Experience with organizational development, administration, and financial management;
- Experience with providing technical assistance, and developing and delivering curriculum;
- Conflict resolution training;
- National network building experience; and
- Ability to work remotely.

D. HOW TO APPLY

Please submit an application by email to canadianCLTnetwork@gmail.com with the following documents attached as one word document or PDF:

- Application form (attached in Appendix 1.)
- Resume / CV

CNCLT is committed to employment equity and encourages applicants from equity-deserving groups.

No phone calls please.

DEADLINE FOR SUBMISSIONS: June 10th, 2022 at 5:00 pm EST

APPENDIX 1.

Job Application Form

1. Applicant Contact Information

Full Name	
Email Address	
Phone	

2. Equity-Deserving Applicant Self-Identification

The Canadian Network of Community Land Trusts is committed to the principles of equity and diversity in the workplace. Equitable hiring involves hiring the best-qualified candidate, while building a diverse team and also ensuring a fair and equitable hiring process for all applicants. As part of our equitable hiring process, proactive efforts are taken to increase participation from groups designated for employment equity in Canada's Employment Equity Act (women, visible minorities, persons with disabilities and Indigenous persons), as well as underrepresented groups or ethnic communities that make up the diverse identity of our communities.

As part of the first phase of the evaluation of applicants the Hiring Committee will provide additional points for applicants self-identifying within a group designated for employment equity. **While filling out the chart below is completely optional, we encourage applicants to self-identify as one of more of the following identify categories by typing "Yes."**

Woman	
Indigenous person	
Black of person of colour	
Person with a disability	
Working class	
Youth	
Other	

3. Languages Spoken

Languages spoken fluently	
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4. Applicant Questions

4.1 Why are you interested in working with the Canadian Network of Community Land Trusts as the National Network Coordinator?

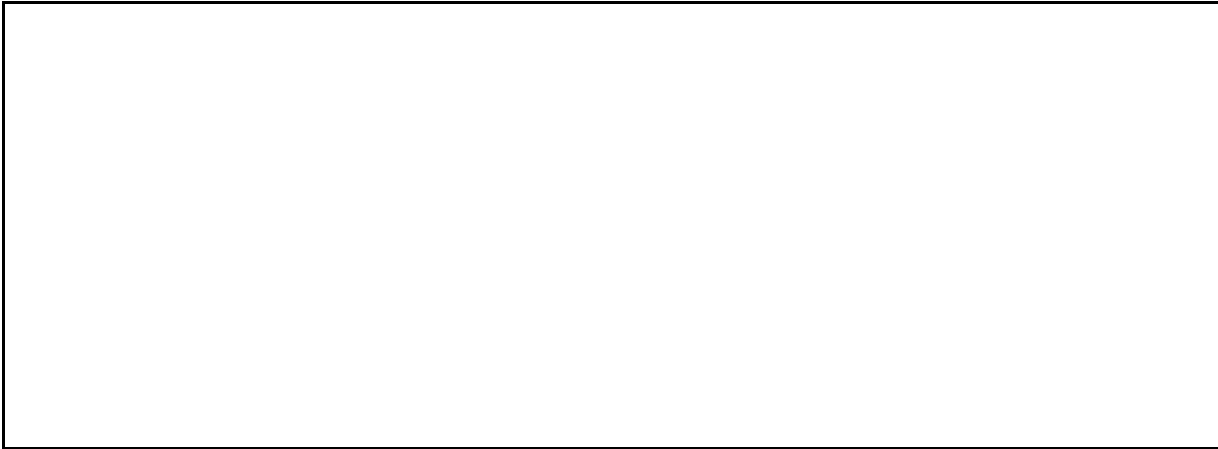
4.2 What makes you a great candidate for the National Network Coordinator role? Consider sharing 2-3 relevant experiences working with a network, coordinating peer-to-peer knowledge sharing and or knowledge dissemination programs.

4.3 Do you have any experience with technical assistance programs? If yes, please share your experience.

4.4 Please share your knowledge of and or experience working with Community Land Trusts?

4.5 The Canadian Network of Community Land Trusts values working with diverse communities from an anti-oppression and social justice framework. Can you please tell us how you can contribute to this way of working?

4.6 Is there anything else you would like to share?

A large, empty rectangular box with a thin black border, intended for the user to provide additional information or share their thoughts.