



Internal - External Job Posting
HUB Director
Deadline: Friday November 11, 2011

The Rexdale Community HUB is a collaborative community-based initiative that will provide health, social, legal, cultural, and employment services to the Rexdale Community.

Rexdale Community HUB

Position: HUB Director
Term: One Year Contract (With possibility of renewal)
Hours: Flexible 37.5 hours a week
Annual salary: \$65,000 to \$75,000 plus benefits

Job Summary:

Reporting to the Executive Director and the future HUB governance model the HUB Director is responsible for the day to day operations, planning, funding, implementation and evaluation of the Rexdale Community HUB. The HUB Director is also involved in developing and maintaining community partnerships, community initiatives and community development projects that are in-line with HUBS goals, objectives, mission, vision and values.

Primary Responsibilities:

Pre-Opening

- Coordinate Steering Committee and sub-committee meetings;
- Work with the Steering Committee and future governance body, to develop policies and procedures for governance and operations;
- Work with the Steering Committee to develop coordinated and/or integrated service delivery models;
- Assist with the development and ongoing monitoring of an operating budget;
- In collaboration with the HUB Steering Committee, responsible for managing space needs and requirements of current anchor partners, potential partners, and exiting partners. Including working with architect to negotiate plans for space or changes to hub space plans throughout remainder of development process.
- Coordinates and records development and signing of leasing documents for anchor and hotelling tenants
- Work with anchor agencies on Strategic Planning for the HUB;
- Assist with the development of partnership agreements and principles and ongoing review and revision as required;
- Oversee all funding application processes

- Monitor and prepare reports/updates for the Steering Committee, United Way, and City of Toronto.

Post-Opening

- Coordinate, governance body and sub-committee meetings;
- Regular review and recommendations for revision of policies and procedures for governance and operations;
- Monitor efficacy of coordinated and/or integrated service delivery models and recommend changes as required;
- Responsible for ongoing operating budget for HUB;
- Responsible for ongoing monitoring of tenant leasing obligations;
- Coordinate strategic planning forum annually;
- Seek out and apply for funding through various sources;
- Prepare all required reports/updates and assist governance body with ongoing operational decisions.
- Ensures efficient day to day operation of the HUB which involves being the first point of contact for tenants, program staff, and clients with respect to facilities and HUB operations.

Ongoing

- Adhere to all policies and procedures of the Rexdale Community HUB and all applicable protocols
- Promote the mission, vision, and values of Rexdale Community HUB;
- Promote a healthy and supportive environment in the HUB for both community and staff;
- Support the ongoing governance of the Steering Committee/Governance Body
- Coordinate and support partnerships with multiple & diverse stakeholders;
- Provide ongoing leadership and support to the Rexdale HUB staff team;
- Evaluation of the HUB service delivery.

Key Qualifications / Skills:

- Knowledge of program/service development, implementation, monitoring, and evaluation;
- Facilities and contract management principles, practices and techniques;
- Budget development/management principles, practices and techniques;
- A broad perspective on community social services including theory, knowledge, and practice;
- Experience writing proposals;
- Experience with statistical reporting;
- Supervisory experience;
- Relevant education;
- Ability to work with diverse cultural groups;

- Ability to work effectively and constructively with partners in a manner that will ensure the development of a trusting relationship between the partners, HUB Manager, City and funders.
- Familiarity with the demographics of Rexdale, Rexdale neighbourhoods and the network of services in Rexdale
- Explore and identify additional resources to support the HUB
- Ability to problem solve, take initiative, and work with limited supervision
- Strong time management and organizational skills
- Strong written and oral communications skills
- Group facilitation and planning skills
- High level of comfort with technological tools
- Must be able to work flexible hours

Competencies

- Excellent analytical and conceptual thinking ability
- Strong written and oral communication skills
- Client-centred approach
- Ability to be both authoritative and collaborative as appropriate
- Supportive
- Strong problem solving skills
- Takes initiative
- Works with integrity
- Big picture thinker with planning, coordination, and implementation skills

Closing date: Friday, November 11, 2011

Please submit resume and cover letter to:

**Attention: Hiring Committee, Rexdale Community HUB
c/o Albion Neighbourhood Services,
86 Guided Court, unit 10, Toronto, Ontario, M9V 4K6**

By fax at 416-740-7124 or by e-mail at hub@albionservices.ca

We thank all applicants, but only those invited to interviews will be contacted.

We are committed to creating a diverse workforce