



Job Posting No. 2026-03

Position Title: **Community Connector**
Reports To: Project Coordinator

About the organization and position:

ActionDignity's mission is to collaborate with ethnocultural, racialized, and equity-seeking groups to create transformational changes in communities and society. Our approach is to catalyze collective impact by building the capacity of grassroots racialized community members to strengthen their communities and advance systems change. This is achieved through a range of programs that create impact at multiple levels, including individuals, families, communities, and policy advocacy. Currently, ActionDignity delivers programs focused on social inclusion and economic empowerment, mental health, workers' rights, gender equity, public safety and youth empowerment, using the intersectional lens of anti-racism.

The Community Connector plays a vital role in building relationships with and strengthening ethnocultural community organizations and members. This position supports community engagement and mobilization, capacity building, systems change, and policy advocacy, ensuring that initiatives are culturally responsive and community led. The Connector acts as a bridge between communities and decision-makers, fostering leadership and supporting equitable systems transformation.

Success in this role includes: Maintaining strong relationships with assigned ethnocultural organizations. Supporting organizations to strengthen their capacity to respond to the needs of their communities and ensure organizational sustainability, including through the development and implementation of Community Action Plans (CAPs). Meeting reporting and documentation requirements accurately and on time. Facilitating meaningful community engagement activities. Contributing to systems change and advocacy initiatives. Demonstrating initiative, accountability, and effective time management.

This is a full-time position (37.5 hours per week) with benefits and requires flexible time commitment.



This position involves a combination of office work, community meetings, events, and occasional evening or weekend activities.

Key responsibilities:

Community Engagement & Mobilization

- Build and maintain relationships with assigned ethnocultural community organizations (ECCs), leaders, and members.
- Expand ActionDignity's network by forging new relationships with member organizations and recruiting participants for events and initiatives.
- Maintain accurate and updated records of community contacts and engagement in the shared database; analyze quarterly to plan ECC support.
- Participate in community resource fairs and facilitate referrals to appropriate services.

Capacity Building & Organizational Support

- Assess organizational sustainability by:
 - Conducting community asset mapping,
 - Applying the Organizational Sustainability tool
 - Assisting in identifying capacity building needs based on assessments.
- Through application of situational analysis, support ECCs in:
 - Identifying priority issues and
 - Developing Community Action Plans (CAPs).
- Lead in implementing CAPs through the ECCs by:
 - Coordinating timelines, resources, and stakeholder roles.
 - Monitoring progress against defined goals and activities and adjusting strategies as needed.
 - Facilitating regular check-ins with ECCs and community partners to ensure alignment and accountability.
 - Documenting outcomes, challenges, and lessons learned to inform future planning.
 - Ensuring timely and accurate completion of all required reports—both narrative and financial - including proper documentation of receipts, expenditures, and budget tracking.
- Facilitate the formation, training, and sustainability of peer and natural support groups.



- Guide ECCs in accessing and completing relevant tools and self-learning modules and training programs.

Systems Change & Policy Advocacy

- Attend and support policy advocacy and systems change training.
- Organize and facilitate Community Conversation Circles (CCCs), and Focus Group Discussions (FGDs), and support community-based research.
- Ensure that these stories are documented in the “story folder,” and analyze/curate them to draw insights that will help inform a strong case for advocacy.
- Identify, build relationships and mobilize community policy advocates (i.e., Community Leadership Teams or the Ethnocultural Grassroots Advisory Group) for dialogues and campaigns.

Program & Cross-Team Support

- Provide logistical support for training and events, coordinating with Admin for venue, catering, and technical needs.
- Collaborate with other Community Connectors and program teams to ensure seamless cross-program engagement.
- Facilitate introductions and transitions between ECCs and specialized program teams.

Training & Leadership Development

- Assess training needs of ECCs and ensure completion of required modules (COACH, anti-racism, policy advocacy).
- Support ECCs in developing leadership roles and decision-making capacity through CAPs and strategic partnerships.

Administration & Reporting

- Submit bi-weekly journal reports, participant lists, and expense reports.
- Attend staff meetings and participate in core and function-specific trainings.
- Prepare payment requests and maintain organized documentation.

Qualifications:



- Experience and knowledge on issues affecting ethnocultural communities and diverse groups (e.g., social inclusion, mental health, gender equity, workers' rights, public safety).
- Practical understanding and skills in community development
- Strong facilitation and relationship-building skills.
- Proven experience in community outreach, engagement, mobilization, organizing, and relationship-building.
- Demonstrated experience working with, supporting, or building relationships with ethnocultural communities and equity-seeking groups.
- Demonstrated professionalism, accountability, and ability to receive and act on feedback.
- Knowledge of community resources.
- Demonstrated ability to work independently, manage competing priorities, meet deadlines, and follow through on commitments while collaborating effectively with diverse teams.
- Strong organizational skills with the ability to maintain accurate records, prepare reports, and manage documentation in a timely manner.
- Proficiency in data entry and digital tools.
- Excellent communication and cross-cultural skills.
- Commitment to ActionDignity's values: integrity, accountability, empowerment, planning and continuous learning.
- Post-secondary education in a relevant discipline or 2-5 years relevant work experience.

Kindly submit your cover letter along with your resume to **jobs@actiondignity.org** specifying **Job Posting No. 2026-03** on the subject line. This post will remain open until **October 28, 2026**, or until we find a suitable candidate.

We thank all applicants for their interest, however, only qualified candidates being considered for an interview will be contacted. Thank you.

