



## **About 105 Gibson Centre**

Situated at 105 Gibson Drive in Markham, 105 Gibson Centre is a 47,000-square-foot Christian centre. Our mission is to serve the locals and those in need, and to share with them the compassion and hope of Jesus. We provide diversified social services, such as youth programs, older adults wellness community education, food bank, cultural and recreational activities. 105 Gibson Centre also partners with various local organizations to provide comprehensive tailor-made services to the residents in the community and surrounding neighbourhoods. 105 Gibson Centre opened in Oct 2013 is now seven years old. Running for around 80 hours a week, we have captured 50,000 visits through rental and programs and some 8,000 individuals have registered to our programs or services. We are delivering services to the ethnically diverse neighbourhoods in the catchment area.

We are looking for a candidate for the following post immediately:

## **Manager of Community Services (fulltime)**

### **Position Description**

In collaboration with the 105 Gibson leadership team and reporting to the Executive Director, the Manager of Community Services is responsible for the planning, development, organization, delivery and quality control of community programming as it relates to the economically challenged and working families within the local community. Community Services include the foodbank, tax clinic, OOTC (if applicable), community classes and thrift store.

### **Primary responsibilities**

#### **Strategic Planning**

- Plan and help implement community services in line with the Centre's strategic goals
- Develop the annual ministry plan and help foster diversity and inclusivity at the Centre
- Maintain hands-on knowledge and understanding of the local community / neighbourhood, its make-up and needs, so as to help develop innovative programming to address the issues at hand

#### **Connection**

- Develop and maintain collaborative relationships with current and potential community and ministry partners to further advance the collective impact in the community
- Work with the founding church (Toronto Christian Community Church) to care for and connect with the Centre users toward building a strong community in and amongst our users and their relationships spiritually, mentally, emotionally and socially
- Network with TCCC and other organizations for support and collaboration, and to develop 105 Gibson as a platform for local missions

#### **Management**

- Oversee, support and assess impact within Community Services, and its staffing needs and development
- Participate in budget development and grant applications in conjunction with Business Development and Community Services team
- Guide the team toward an intentionally collaborative and integrative mindset, and on the theological basis for community engagement



## **Education, Experience, Skills and Abilities and Personal Characteristics**

### **Education**

- Post-graduate seminary degree with a community or pastoral focus or educational equivalent

### **Experience**

- 5 years' or more on related work experience, including team management
- Experience in a not-for-profit and/or faith-based setting, preferred
- Experience in developing pilot initiative preferred
- Career/employment development experience preferred
- Social enterprise experience is an asset

### **Skills and Abilities**

- Proven understanding of community work
- Strong interpersonal skills
- Strong written and verbal English communication skills and public speaking skills
- Strong team leadership skills and experience in developing staff and volunteers
- Strong skills in project management and budget management
- Ability to achieve administrative responsibilities on time
- Ability to work in a fast-paced, changing environment
- Ability to work as part of a team
- Ability and strong desire to connect and engage with people from diverse backgrounds (culture, religion, socio-economic status)
- Ability to work with computers, office software and reporting
- Fluent in a language other than English is an asset

### **Personal Characteristics**

- A firm commitment to the vision and mission of 105 Gibson Centre
- Passionate in creating a collective impact in the community
- Passionate in relating with diverse stakeholders
- Strong values with a growth mindset
- Entrepreneurial instincts and a desire to “get the job done”
- Self-motivated, willing to take responsibility for his/her actions and work
- A keen desire to grow personally and to serve the economically challenged, marginalized and working families

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources  
105 Gibson Centre  
105 Gibson Drive, Markham, L3R3K7  
Email: [HR@105gibson.com](mailto:HR@105gibson.com)  
Webpage: 105gibson.com

**Deadline for applications: Dec 2, 2020**

We thank all applicants, however, only those considered for an interview will be contacted.