

Attachment 2: Centre Job Functions

The Centre will drive institutional reform through the following job functions:

Centre Director: Will oversee the Centre, provide direction, visioning and leadership, report to the CEO and Board and sit as an advisory member of the Executive Leadership Team at TCHC. The Centre Director provides and coordinates the necessary support, resources and supervision to ensure the mandate of the Centre and the implementation of the CABR Strategy are fulfilled. The Centre Director manages and oversees Centre staff to ensure that delivery of work plans, accountability and transparency are actualized in the work of the Centre. The Centre Director will represent the Centre and its work in various capacities both internal and external to TCHC. The Centre Director will sit at various leadership tables to influence decision making and set the pace to keep anti-Black racism on the agenda as a priority for TCHC and the broader public sector.

Executive Assistant: Will act as the point of contact between the Centre Director and internal or external colleagues. The Executive Assistant organizes meetings, handles correspondence, make arrangements for the booking of spaces and arrangements. The Executive Assistant tracks all Centre incidentals (such as food, transportation, etc.). The Executive Assistant provides support to the Centre Director in the development of reports and presentations, taking dictation and minutes, and supports the Centre through the maintenance and organizations of database systems.

Policy, Planning and Coaching Consultant: Through a system-thinking approach the PPCC will utilize expertise on key issues on race, racism and in particular anti-Black racism to manage, influence, develop and provide recommendations on policies and guide systemic change efforts. The Policy, Planning and Coaching Consultant will be connected to front-line staff through on-going engagement as a way to ensure a ground-up approach to their work.

The Policy, Planning and Coaching Consultant will promote interconnectedness, synthesis and working as a whole throughout the execution of the strategy. This role will shift corporate culture by having

oversight over divisional work plans, thereby ensuring accountability and adherence to the CABR Strategy are in place and guide TCHC transformation.

Policy support will provide evidence-based advice and anti-Black racism expertise to create policies, programs, procedures that minimize harm and promote the interests of Black staff and tenants. Policy support will collect data relevant to the objectives of the Centre noting trends, concerns and progress in the implementation of the CABR Strategy.

Planning support will work with Divisions to co-develop work plans, create goals and establish implementation tables and will focus on the assessment of anti-Black racism as a risk, equipping teams with the ability to recognize risk and mitigate it. Planning support will also create proactive responses to anti-Black racism that allows TCHC to anticipate changes that will impact Black tenants and plan for those changes.

Coaching will be provided through supporting TCHC staff to trouble-shoot, create toolkits, assessment guides and building a nuanced understanding of anti-Black racism thereby actualizing ABR as a workplace competency. The Policy, Planning and Coaching Consultant will work with leadership teams and management to building capacity and confidence to lead the organization in the implementation of the CABR Strategy.

The Policy, Planning and Coaching Consultant will lead and organize a City Wide Forum on key issues regarding anti-Black racism and social housing through the convening of key stakeholders to drive innovative collaborations and to gather continuous information on best practices and the state of the Black community in Toronto. The Policy, Planning and Coaching Consultant will produce research papers, grey literature and public materials on anti-Black racism and social housing.

Education and Advocacy Consultant: Will educate staff and tenants about the strategy and its recommendations, empower tenants and staff to use and engage the Centre effectively, and help staff and tenants to have the language to advocate their needs. The Education and Advocacy Consultant will manage the education and advocacy work through operating as a team lead to the Tenant Workshop Facilitators and Tenant Animators. The Education and Advocacy Consultant will organize engagement across the TCHC portfolio for tenants and front-line staff. The

Education and Advocacy Consultant will also work with external ABR consultants and trainers to organize education and training opportunities for front-line staff. The Education and Advocacy Consultant will play an advocacy role both internally and externally as required.

Tenant Workshop Facilitators: Will work under the Education and Advocacy Consultant to conduct workshops across the East, Central and West regions. Tenant Workshop Facilitators will support engagement across the three regions and will mobilize Tenant Animators to be facilitators in different communities. Tenant Workshop Facilitators will have access to funds to do projects that build capacity of Black tenant groups in TCHC.

Resolutions Coordinator: Will act as a systems navigator through the use of human rights lens, equity lens, transformative justice lens and ABR lens to resolve tenant and staff complaints and concerns. The Resolutions Coordinator will liaise with relevant partners including unions, HR and Legal Services to manage issues to the point of resolution and will provide mediation as necessary. The Resolutions Coordinator will support in external and internal reviews and investigations regarding anti-Black racism. The Resolutions Coordinator will collect data on ABR incidents coming through the Centre and log resolutions and results.

Communications Coordinator: Will design and review Centre materials, branding and documents, oversee and manage the Centre's social media presence, supports Tenant and Staff Oversight and Advisory Board in the development of communications products, and serves as a liaison to media outlets. The Communications Coordinator will communicate the Centre's position on issues relating to anti-Black racism and social housing and other matters of interest to influence public opinion, garner support and push for stakeholder responses.

Business Planner: Will function as a central coordinator for the work of the Centre to ensure that work is aligned and adheres to accountability and transparency standards. The Business Planner will provide strategic assistance to various parts of the Centre, work on special projects and provide support for routine TCHC business. The Business Planner will provide support and assistance to the Tenant and Staff Oversight Committee in executing their mandate. The Business Planner will also work

with Black Staff Support Network to address Black staff needs. The Business Planner will work with Director to provide professional assistance on Centre wide objectives.

Part Time Research Assistants: Will provide support to staff across the Centre in areas of the collection, analysis, synthesis and dissemination of data. The Research Assistants will report to the Business Planner and contribute to projects within the Centre to support in the creation and development of Centre reports.

Tenant and Staff Oversight and Advisory Board: Will function as an external accountability mechanism to hold the Centre and TCHC to accountable in fulfilling the mandate of the CABR strategy. The Tenant and Staff Oversight and Advisory will produce public facing materials regarding the work of the Centre, liaise with community stakeholders on behalf of the Centre and report to the Board on the progress of the Centre.

Figure 1: Centre for Advancing the Interests of Black People – Organizational Chart

