

Job Title: Community Coordinator- Georgina/Newmarket TIRP
Type of Employment: Full-Time Contract
Contract start date: ASAP
Contract End date: December 31, 2026 (with possibility of extension)
Salary: \$52,780

Deadline to apply: March 6, 2026

Background:

The Traumatic Incidence Response Protocol (TIRP) works across York Region, providing support and resources to communities impacted by violent and traumatic incidents. The TIRP mobilizes local resources to address individual/group needs, coordinate debriefings, and facilitate information sharing. This is a partnership between Routes Connecting Communities, ACSA, and Women's Centre of York Region, supporting York Region, with priority focus in: Georgina/Newmarket, Richmond Hill/Vaughan, and Markham.

We are looking for a Community Coordinator to lead the TIRP work in Georgina and Newmarket. The **TIRP Community Coordinator Georgina/Newmarket** will work as a team with TIRP Community Coordinators in Richmond Hill/Vaughan and Markham.

Roles and Responsibilities:

- Coordinate planning, implementation and evaluation of the TIRP project for assigned area (Georgina & Newmarket), in partnership with TIRP Community Coordinators and the Region of York
- Conduct community outreach to increase awareness about the TIRP (i.e. education sessions, tabling, etc.)
- Recruit, train, and supervise a team of resident ambassadors to support TIRP activities
- Work alongside residents to lead and facilitate community safety audits, workshops and other preventative safety initiatives
- Work with partners to develop and implement a neighbourhood crisis response protocol
- Implement activities, events, and initiatives to support closure and healing following a traumatic community incident. This work will be done in partnership with ambassadors, community members and community partners
- Build and maintain partnerships with key organizations and stakeholders, including facilitation of meetings
- Work closely with York Region Staff and York Region Police to support community healing and debriefings

- Create and maintain a database, including the following: key community contacts; crisis responses/incidents, and safety audit information
- Actively participate in mandatory stakeholder and partnership table meetings
- Develop communication materials for project, ongoing as needed
- Develop and implement any necessary social media strategy
- Responsible for report writing, as well as budget tracking
- Occasional weekend, and regular evening hours as required
- Driving and access to a vehicle is mandatory
- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Acts. Performs the responsibilities of the position consistent with the policies of hiring organization
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Qualifications:

- Diploma or Degree in a related field (social services, social work, community development) or 4 years equivalent experience
- Strong interpersonal and relationship building skills – Ability to establish rapport and excellent communication with youth and young adults, families, community partners, staff, etc.
- Demonstrated knowledge and understanding of programs and services available in the Region of York
- Demonstrated administration/organizational skills, including but not limited to program logistics, work plan development, reporting, case notes, petty case management, etc.
- Excellent conflict resolution and crisis management skills
- Experience outreaching and engaging with community.
- Demonstrated understanding of the impact trauma and loss can have on individuals and the community
- Demonstrated experience working from an anti-racist/anti-oppression framework
- Demonstrated experience and sensitivity working with members of different cultural and racial backgrounds, including visible and non-visible dimensions of diversity
- Excellent written and verbal communication skills
- Excellent problem-solving skills – Ability to identify, analyze and develop effective solutions
- Mental Health First Aid, Applied Suicide Intervention Skills Training (ASIST) considered an asset
- Requires flexibility regarding work schedule, including days, evenings, and weekends as required
- This position requires regular travel within the Region of York. As a result, a valid G license is a must
- Vulnerable Sector Screening (VSS) is required

How to apply:

Submit resumes via email with a cover letter and resume in one attachment. Send resumes to sandra@routescc.org and indicate "Georgina/Newmarket TIRP" in the subject line.

Deadline for applicants: March 6, 2026

All organizations are strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, Aboriginal peoples, persons with disabilities, and/or persons of any sexual orientation, gender identity, and gender expression.

Artificial Intelligence (AI) is not used to screen, assess or select applicants at any point in the recruitment process.

This posting is for the purpose of filling a new position as a result of a new contracts.

We thank all applicants for their interest in the position. However, only shortlisted applicants will be contacted for an interview.