

**Dream Team Marketing and Communications Coordinator**  
**3 Months Contract (21 hours week) – External Posting**

The Dream Team (DT) is a member-run organization made up of individuals living with mental health and addiction issues. Our organization is sponsored by Houselink Community Homes which provides supervision, oversight and staffing. Our mission is:

*‘To work for more quality, supportive housing, for those experiencing mental health and addiction issues, and to reduce the barriers in their lives resulting from poverty and stigma; and to do so through public education, research, advocacy and example, utilizing and capitalizing on members’ personal experience.’*

**Responsibilities:**

Working with the DT Public Education Working Group and the DT Coordinator, the Marketing and Communications Coordinator will work to develop new audiences to enhance the Dream Team’s public education efforts. Work includes:

- Developing and implementing an outreach plan (including promotional and educational strategies and materials);
- Providing supervision to placement students and Peer Workers.
- Assisting Dream Team members in developing their presentations including coaching, editing and organizing opportunities for training and development;
- Attending and facilitating meetings; providing support/leadership to the Public Education and Example Working Groups.
- Performing all administrative tasks involved with booking internal and external speaking engagements (involving record keeping, payroll and operating a database).
- Planning biennial fundraising and community events.
- Filling in for the Coordinator in his/her absence, and ensure that necessary tasks are covered.

**Qualifications:**

- Demonstrated knowledge of group facilitation, leadership development techniques and group processes including collective decision-making
- Demonstrated experience working with consumer survivors; and understanding and sensitivity to people with lived experience of marginalization, poverty and mental health and addiction issues
- Ability to prepare and implement long and medium term marketing and communications plans
- Strong administrative and organizational skills and ability to work independently
- Strong computer skills including database management, knowledge of website maintenance and design software
- Proven ability to de-escalate conflict, and familiarity with crisis intervention
- Strong event planning and management skills including fundraising techniques
- A valid Ontario drivers’ licence is an asset
- Strong oral and written communication skills, including the ability to write narratives, presentations, briefs, business correspondence, and grant proposals
- Solid research skills; ability to translate academic or legal documents into plain language
- Experience at public speaking and good community relations including tact and diplomacy
- Strong conflict resolution skills

Hourly rate is \$25.27 per hour. This is a bargaining unit position, governed by the terms of a Collective Agreement.

**For more information please visit our website:** [www.thedreamteam.ca](http://www.thedreamteam.ca)

Please send cover letter and resume by May 5, 2017. Quoting File #222 to: Hiring Committee: Dream Team c/o Houselink Community Homes, 805 Bloor Street West Toronto, ON M6G 1L8 or email to [info@houselink.on.ca](mailto:info@houselink.on.ca)

**Houselink has an equity hiring policy and is committed providing an inclusive selection process. Applications are encouraged from people with lived experience of mental health challenges and other equity seeking groups. Houselink will provide accommodation, upon request, to ensure fair and equitable process.**