



**CSSP** Centre for Spanish Speaking Peoples

**CGHH** Centro para Gente de Habla Hispana

# JOIN OUR TEAM

**DIRECTOR,  
PROGRAMS, SERVICES  
AND VOLUNTEER  
ENGAGEMENT**

**CENTRE FOR SPANISH  
SPEAKING PEOPLES**

**FULL-TIME  
NORTH YORK, ON**

**APPLY NOW**



2141 Jane St., 2nd Floor. Toronto ON M3M 1A2

T: (416) 533-8545

[www.spanishservices.org](http://www.spanishservices.org)



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# BUILD SOMETHING SPECIAL WITH US. MAKE AN IMPACT

## WHO WE ARE

The Centre for Spanish Speaking Peoples (CSSSP) is a nonprofit organization in Ontario serving the Latinx/Hispanic community for almost 50 years. Our vision is to create a united, engaged, and prosperous community through engagement and purposeful programs. With a new Executive Director at the helm, and an engaged Board, we are poised for growth and transformation.

**MISSION** To enhance the quality of life for our community and deliver purposeful services to advance the social and economic integration of our community into the broader Canadian society

**VISION** To grow a united, engaged, and prosperous community

**VALUES** Unity, Accessibility, Equity, Accountability, Justice

## WHAT YOU GET



**A unique opportunity to create a lasting impact**



**Inclusive and diverse culture**



**Hybrid work arrangements**



**Opportunity to grow and develop**



**A Competitive NFP compensation package ranging between \$72,000 to \$80,000 CAD per year; commensurate with experience, plus group benefits.**

## WHY OUR TEAM LOVES WORKING FOR CSSP



"I enjoy being involved and assisting the Latino community by putting to practice the skills and knowledge gained from my previous experiences"

"I like working at CSSP because I like helping people, specifically Spanish speaking women who have language barriers that prevent them from fully accessing the programs and services offered by the city. Also, helping newcomer women who are feeling the cultural shock and the loss of work, social support, financial hardship, among other issues"

"As a member of CSSP I can help the Latin community grow"



# DIRECTOR, PROGRAMS, SERVICES AND VOLUNTEER ENGAGEMENT



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## OPPORTUNITY

If you are driven by a desire to serve, transform an organization and grow a community, this is for you. We seek a seasoned leader or someone ready to take the next step in their career. Reporting to the Executive Director, you will have a seat at the table as a thought partner and a member of the Senior Leadership Team. This role will lead the Program, Services and Volunteer Engagement team, ensuring the needs of the community are met in a strategic, collaborative and client centered manner. Our team promotes access to programs and services for people with low income, delivering high quality services reflecting our commitment to unity, accessibility, equity, accountability, and justice.

## WHAT YOU WILL DO

### ORGANIZATION LEADERSHIP

- Work closely with the Executive Director as a thought partner in creating and executing the strategic, operational, financial and human resource plans for CSSP.
- Collaborate with other directors and teams to create 'One-CSSP' ensuring a seamless client experience regardless of initial needs and subsequent services and programs used.
- Foster high level engagement with the community, volunteers, staff, and the Board; demonstrating outcomes through qualitative and quantitative data.
- Maintain strong and effective relations with existing community partners and develop new community partners by adopting a collaborative, inclusive, respectful, and transparent approach.
- Ensure the Board has all information and resources to fulfill its governance responsibilities.
- Advise the ED and the Board on critical program, service and/or volunteer engagement issues.
- Commit to creating a diverse, equitable and inclusive culture that promotes a sense of belonging.

### PROGRAMS, SERVICES AND VOLUNTEER ENGAGEMENT LEADERSHIP

- Overall leadership and operational management of programs and services including consulting with the Executive Director, funders, and community members; creative delivery of client needs; management of staff and creative deployment of limited resources.
- Design, develop, implement programs and services to seek or implement funding
- Ensure smooth operations by adopting best practices and cohesive use of resources.
- Design and implement program tracking and assessment to provide accurate reporting to funders, the Board and to make adjustments as required.
- Design, develop and implement the Volunteer Engagement Strategy to attract and retain volunteers.
- Support the development and implementation of organization policies and ensure that any specific to programs and services are in place.
- Implement effective and efficient internal systems and procedures with documentation.
- Respond to the trends in the field of programs, service and volunteer engagement.
- Initiate continuous quality improvements with recommendations.
- Ensure all activities conducted comply with governing regulations, internal policies, and procedures.

### PEOPLE LEADERSHIP/ HUMAN RESOURCES MANAGEMENT

- Build and maintain a high-performance team able to deliver on strategic and operational plans.
- Create and foster a positive, healthy, safe work environment in accordance with all appropriate legislation and regulations.
- Manage staff, including allocation of staff resources, prioritizing of staff workloads and performance management.
- Manage the volunteer program.
- Prepare Employee's Contracts and conduct the three-month probationary period evaluation of new employees.
- Oversee Human Resources development activities and provide proactive guidance to the senior management team on issues such as forward planning, career development and performance management.
- Administer the employee benefits plan and liaise with Finance Officer on payroll matters.
- Manage and provide support for and assistance for all Human Resources policy and program development and implementation.
- Act as the backup in the absence of the ED.

### FINANCIAL & RISK MANAGEMENT

- Support Executive Director in monitoring all finances, budgets, financial controls, including the annual financial audit.
- Financial reporting for the Board and funders.
- Identify and pursue funding opportunities, community outreach and development work.
- Oversee the development and submission of funding proposals.
- Maintain knowledge of corporate requirements and relevant legislation, advising the Executive Director and Board about major risks.



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## WHO YOU ARE

- A Bachelor's degree in management or a relevant discipline.
- 3-5 years of progressive management and leadership experience ideally in the not-for-profit sector, including budget accountability, planning, and reporting, and human resources management.
- Driven, values-based and results oriented leader with a proven track-record of leading change in a unionized environment.
- Strong strategic, analytical, problem-solving, and critical thinking skills with demonstrated experience creating and implementing growth plans.
- Ability to work collegially and professionally with executive leaders of external stakeholders.
- Excellent and effective communication skills with demonstrated respect for differences of opinion.
- Proven people-management, supervision, and coordination skills
- Demonstrated ability to understand community issues quickly, thinking strategically and propose programs and services that exercise good judgment.
- Proven track record with completing funding applications and reports, including forming community partnerships and outreach with marginalized communities.
- Experience in devising and executing program evaluation.
- Excellent verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in both English and Spanish.
- Experience working with or on Boards of community-based non-profits.

As an employer, CSSP is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, dis/ability, sexual orientation, and gender identity. We encourage applications from individuals from diverse, marginalized, and racialized communities and backgrounds. CSSP is committed to an inclusive, barrier-free selection process and accommodations are available at every stage of the process, including the submission of an application. If you require accommodations to assist in the submission of your application, please contact [careers@spanishservices.org](mailto:careers@spanishservices.org)

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

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