



Job Posting:
Part-Time Community Partnerships Coordinator
London-Middlesex Local Immigration Partnership (LMLIP)

Help shape the future of newcomer services in our region by bringing organizations, ideas, and communities together to create meaningful change.

WILL Employment Solutions is seeking a highly organized and collaborative professional to support the coordination of a regional Community of Practice and stakeholder engagement activities under the NAARS Transformation Initiative. Reporting to the Project Manager, the successful candidate will coordinate meetings, engage community partners, support referral service planning, analyze data, facilitate information sharing, and contribute to the development of collaborative frameworks that strengthen newcomer-serving systems across London and Middlesex. This opportunity is ideal for an individual with experience in community development, project coordination, stakeholder engagement, settlement services, or partnership development who enjoys bringing organizations together to achieve shared goals.

Our Ask?

- Coordinate the activities of the Community of Practice (CoP), including organizing meetings, preparing agendas and materials, tracking decisions and action items, and supporting follow-up activities.
- Build and maintain relationships with newcomer-serving organizations, community partners, and key stakeholders across the region.
- Facilitate stakeholder engagement activities that support collaboration, information-sharing, and consensus-building.
- Support initiatives related to the Designated Needs Assessment and Referral Services (DNS) framework, including consultations, surveys, working groups, and planning activities.
- Collect, analyze, and interpret data to identify trends, gaps, and opportunities for service improvement.
- Monitor project progress and identify emerging issues, risks, and opportunities, escalating concerns to the Project Manager as appropriate.
- Maintain accurate records and documentation related to meetings, stakeholder engagement activities, project outcomes, and reporting requirements.
- Prepare briefing notes, meeting summaries, reports, presentations, and communications for internal and external audiences.
- Support the development and maintenance of governance documents, partnership agreements, referral protocols, and Terms of Reference.
- Identify and engage stakeholders whose expertise, services, data, or perspectives contribute to the goals of the Community of Practice.
- Support collaborative problem-solving initiatives that improve service coordination and newcomer outcomes.
- Promote inclusive participation and foster positive working relationships among diverse stakeholder groups.
- Contribute to funder reporting requirements and project evaluation activities.

What You Bring:

- Bachelor's degree or post-secondary diploma in a field related to community development, social services, education, human resources, or a related discipline.
- Skillful in data collection and analysis
- 2-3 years of experience coordinating programs, projects, or services, preferably in employment, settlement, or community-based settings.
- Demonstrated understanding of intercultural competence, cross-cultural communication, and inclusive workplace practices.
- A proven ability to interact and work effectively with people from different cultures and backgrounds.
- Strong interpersonal, written, and verbal communication skills.
- Strong networking and relationship-building skills.
- Proven ability to build and maintain relationships with diverse stakeholders.
- Comfort using databases and Microsoft Office applications, with strong attention to detail.
- Ability to work independently while contributing effectively to a team environment.
- Flexibility to attend occasional off-site meetings or events.
- Vulnerable Sector Police Check may be required, depending on funding requirements.
- A valid driver's license and access to reliable transportation.

WHY US?

- Mentorship
- Awesome co-workers, a focused and fun organization and meaningful goals.
- Salary range of \$26.95 - \$32.69 / hour
- 10-hour work week

If you would like to work with us, we would love to hear from you. Simply **send your tailored resume and one page cover letter** detailing how your skills match our requirements to: careers@willemployment.ca by **October 14, 2026, at noon.**

Please reference **Hiring Committee/ Program Coordinator** in the subject line.

To assist with the review process, please ensure that all submitted documents include your name and the position for which you are applying in the file name.

WILL Employment Solutions values diversity in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We strive to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to providing accommodations for person with disabilities. If you require an accommodation to complete this application, we will work with you to meet your needs. Accommodation may be provided at all stages of the hiring process.

We would like to thank everyone who has taken the time to apply for this position. We know job applications are time consuming, and we appreciate your efforts. Please note that only those being considered for an interview will be contacted.