



A HOME, A JOB, A FRIEND AND SOCIAL CHANGE



INTERNAL/EXTERNAL POSTING

Location: 1499 Queen Street West, Suite 203, Toronto, Ontario

Employment Type: Full-Time, year-round

Experience level: Experienced

This is a bargaining unit position: CUPE Local 4557

Salary: 51,340.80 annually + comprehensive benefits package

Working for Change is seeking a **Business Manager** to lead the operations of Parkdale Green Thumb Enterprises (**PGTE**), an eco-landscaping social enterprise that employs people with mental health and/or addiction issues (MH/A), located at 1499 Queen Street West, Suite 203. PGTE offers design, installation, and maintenance of commercial indoor and outdoor planet-friendly landscaping projects. Clients include Business Improvement Areas (BIAs), non-profits, and private companies.

The ideal candidate, in addition to being a person of lived experience, will have strong business skills, but also likes to get their hands dirty working alongside staff, driven by ecological landscaping and beautification of urban green spaces. We are looking for an experienced, friendly manager who shares our commitment to growing community mental health through commercial horticulture employment, with a social justice mission.

KEY DUTIES & RESPONSIBILITIES:

- Hiring and training people with lived experience of mental health and addiction challenges to gain skills in planting, fertilizing, watering and maintaining plants
- Participating in the preparation of funding proposals including responding to requests for proposals and submitting quotes and reports
- Securing contracts for plant installation and maintenance with Business Improvement Areas (BIAs), non-profits, and private companies
- Providing designs for clients and costing contracts
- Manage administrative, human resources, and client sites oversight – this includes payroll, expenses submissions, time-sheets, etc.
- Overseeing Site Supervisor to help schedule and supervise PGTE's employees
- Ordering plants, supplies, equipment
- Monitoring labour / business costs and maintaining a balanced budget
- Promoting the work of PGTE through social media to secure additional business
- Support and grow our community partnerships (CAMH, FoodShare, Mark Cullen etc)
- Attending Board, Advisory Committee or Community meetings as required
- Ensuring compliance with municipal health and safety codes
- Work with our Joint Health & Safety Committee to maintain and support adherence of COVID-19 Health and Safety protocols at all client sites
- Ensuring all employment legislation is followed, along with Working for Change's policies and procedures
- Comfortable with conflict resolution and ability to problem solve
- Reports to Executive Director of Working For Change

QUALIFICATIONS – Business and People skills

- A calm and patient approach, with ability to manage multiple projects, set priorities, adhere to deadlines and reorient from setbacks.
- Strong leadership and relationship-building skills
- Ability to manage and support a diverse staff team with varying skill-levels
- Financial management experience
- Experience in marketing and product development
- Excellent communication skills
- Lived experience and applied understanding of the psychiatric consumer/survivor community, its challenges and opportunities.
- Certification in non-violent crisis intervention and First Aid are assets

QUALIFICATIONS – Horticulture skills

- Minimum five years of experience in the field of horticulture / landscaping
- Strong eco-landscaping working knowledge, including: garden design and implementation, container plantings, plant ID, knowledge of native plants and annual ornamentals, plant maintenance, deadheading, invasive species removal, shrub maintenance, soil health / natural amendments and mulching.
- Ability to work outdoors in fast-paced commercial environments / busy urban areas.
- Ability to work in all weather conditions and in physically demanding tasks.
- Full 'G' Drivers license and clean abstract are a requirement.

Working for Change is committed to Employment Equity and strongly encourages People with Lived Experience of MH/A and candidates from equity-seeking groups (BIPOC and other typically marginalized groups) to apply. WFC will provide accommodations to job applicants with disabilities throughout the recruitment process therefore if you require any accommodations, please notify us. Only those applicants being considered will be contacted.

Anticipated Start date: **April 1st, 2021**

Please email resumes no later than **March. 18, 2021 at 5:00 pm** to:

Anita Prasad, Executive Director

Email: anita@workingforchange.ca