



# WE ARE HIRING

## PROGRAM COORDINATOR

ENHANCING LEGAL ACCESS FOR AFRICAN NEWCOMERS,  
REFUGEES, AND THE BLACK COMMUNITY IN PEEL

We are hiring for the above position.  
Please see the details below.



**APPLY NOW**

# JOB POSTING

**Job Title:** Program Coordinator – Enhancing Legal Access for African Newcomers, Refugees, and the Black Community in Peel

**Organization:** African Community Services of Peel (ACSP)

**Location:** Peel Region, Ontario

**Position Type:** Full-Time (35 hours/week)

**Compensation:** Competitive Salary plus Mandatory Benefits

**Location:** Peel Region

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## About African Community Services of Peel (ACSP):

African Community Services of Peel (ACSP) is a non-profit organization dedicated to empowering African newcomers, refugees, and the Black community through culturally responsive programs and services. Our work is grounded in the values of equity, inclusion, and social justice, ensuring that our community members have the tools and support necessary to thrive in Canada.

With the support of the **Law Foundation of Ontario**, ACSP is launching a new initiative, *Enhancing Legal Access for African Newcomers, Refugees, and the Black Community in Peel*. This project will focus on legal literacy, access to justice, and culturally appropriate legal education to help individuals navigate the legal system effectively.

## POSITION OVERVIEW:

We are seeking a Program Coordinator who is deeply committed to advancing legal access for African newcomers, refugees, and the Black community in Peel. The successful candidate will be responsible for planning, implementing, and evaluating workshops and training sessions that provide accessible legal education. They will ensure that the program is delivered with cultural sensitivity and reflects the lived experiences of the communities we serve.

## KEY RESPONSIBILITIES:

### Program Planning and Implementation:

- Develop and execute a comprehensive plan for delivering legal education workshops tailored to youth and general clientele, ensuring accessibility and cultural relevance.
- Organize at least **two community town hall meetings** per year to engage newcomers, youth, parents, and the broader Black and African communities.
- Collaborate with local schools, faith-based organizations, and community centers to facilitate workshops in culturally familiar spaces.
- Ensure that all materials, outreach strategies, and program content reflect an understanding of African and Black cultural perspectives on justice, legal systems, and conflict resolution.

## Coordination and Facilitation:

- Coordinate logistics for all workshops, including scheduling, venue arrangements, and material preparation.
- Facilitate culturally responsive workshops and training sessions in partnership with **subject matter experts, legal professionals, and community leaders**.
- Engage **elders, faith leaders, and trusted community figures** to support discussions on legal matters and traditional justice practices.
- Identify and invite **experts from various legal and law enforcement sectors** to lead workshops and provide specialized legal education.

## Community Engagement:

- Build and maintain strong partnerships with **Black-led organizations, legal clinics, law enforcement agencies, and community-based service providers** to enhance the reach and impact of the program.
- Actively promote the program through **culturally relevant communication channels**, including African radio programs, WhatsApp groups, faith-based networks, and community gatherings.

## Program Evaluation and Reporting:

- Develop **impact assessment tools** that measure program success while being culturally relevant and reflective of community values.
- Prepare reports detailing program activities, participant feedback, and recommendations for future improvements.
- Ensure program expenditures align with the allocated budget while maintaining accountability and transparency.

## QUALIFICATIONS:

### Education and Experience:

- Bachelor's degree in **Legal Studies, Law, Human Rights, or a related field**. A background in Social Work or Community Development with strong legal experience will also be considered.
- Minimum of **3 years of experience in program coordination**, preferably within the non-profit or legal sector.
- Experience working with **African, Black, and newcomer communities** in a culturally competent manner.
- Familiarity with **legal issues affecting African and Black communities**, including immigration, refugee claims, family law, and tenant rights.

## Skills and Competencies:

- **Strong knowledge of cultural barriers to legal access** and a demonstrated ability to integrate cultural sensitivity into program delivery.
- Excellent facilitation, communication, and public speaking skills, particularly within **Black and newcomer communities**.
- Experience in **digital literacy training** and delivering online and offline workshops.
- Ability to **engage and build trust with community members** through culturally responsive approaches.
- Exceptional **organizational and project management skills**, ensuring program objectives are met effectively.
- Strong knowledge of **legal resources, community advocacy, and social justice frameworks**.
- **Fluency in African languages and dialects is an asset.**

## Additional Requirements:

- Must be available to work **evenings and weekends** as required for community events and workshops.
- **Valid driver's license and/or access to reliable transportation** to facilitate community outreach.
- Strong commitment to **anti-oppression, equity, and inclusion principles** in all aspects of work.

## How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to [info@africancommunityservices.org](mailto:info@africancommunityservices.org). Please include "**Program Coordinator – Enhancing Legal Access**" in the subject line. Applications will be reviewed on a rolling basis until the position is filled. **The application deadline is March 28, 2025.**

**ACSP is committed to employment equity and strongly encourages applications from African, Black, and other racialized communities, as well as individuals with lived experience related to the justice system.**

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