



Impact Reporting & Employment Lead

About the Organization:

Good Foot Support Services is a charitable and social enterprise providing meaningful paid employment to the neurodivergent community.

Our social enterprise, Good Foot Delivery, operates a professional courier service. All deliveries are completed via public transit and on foot. In addition to employment, we provide personal and professional skill development and support to our Couriers so they can succeed at Good Foot and beyond.

Good Foot Support Services also provides an in-depth employment training program, Good Foot Forward. This program offers Neurodivergent individuals the opportunity to gain transferable employment skills and hands-on work experience. Through in-class learning, job shadowing and on-the-job training, we help participants build the skills they need to thrive in various professional settings. This comprehensive approach enables individuals to grow personally and professionally while making a meaningful contribution to their communities.

Additionally, Good Foot aims to support Toronto employers in creating more inclusive workplaces for persons with disabilities by reducing stigma, improving employer awareness, and fostering inclusivity through various activities.

Good Foot is more than an employer—we are a community that enables every Courier and Good Foot Forward participant to feel connected, empowered, and independent through tailored support, ongoing learning opportunities, and social programs.

About the Role:

Good Foot Support Services is seeking a full-time impact reporting and employment lead who will support the success of the Good Foot Forward program, including covering a short-term family leave. This position has three primary areas of impact: 1) providing administrative and impact reporting support for the program to ensure smooth execution and impact measurement, 2) serving as a point person during family leave to ensure all aspects of the employment portion of our program are executed in a timely manner, and 3) providing in-class facilitation during specific employment and job seeking-related training sessions.

Duties and Responsibilities

1. Impact Reporting and Administration

Working with the program team and the executive director to ensure deliverables and program impact are tracked and reported according to the guidelines established by funders.

- Ensuring program participants complete required paperwork before/during/end of the of the program
- Update and maintain files related to program reporting
- Draft quarterly progress reports, stewardship reports, and contribute to funding applications



- Ensure employment outcomes are monitored and tracked
- Support the coordination and logistics of internal and external workshops and training sessions
- Coordinate onboarding and offboarding of program participants
- Create, update and maintain program participant/Courier employee files, internal platforms and mailing lists
- Track progress against funding deliverables
- Deploy and compile results from impact survey at the end of each cohort

2. Employment & Training Program - Employment Support (May-October only)

While the supervisor is on parental leave, contribute to the successful execution of program deliverables, including hosting classroom sessions, activities and 1:1 meetings to ensure successful outcomes

- Proactively identify and engage with potential employment partners to create work opportunities that align with participants' skills, interests, and career goals
- Work with employment partners to secure required placements for participants
- Serve as a point of contact between business partners and program participants. Facilitate clear, ongoing communication to enhance collaboration, coordinate accommodation needs, and establish a supportive onboarding process
- Support ongoing activities related to employment activation (October- March)

Job Coaching

- Implement an individualized, one-on-one approach to job seeking and placement, including resume building, interview skills and workplace expectations
- Lead training/workshop sessions as appropriate to support employment education and readiness
- Provide job coaching support, including on-site, to facilitate a smooth onboarding experience. Conduct regular post-placement check-ins, proactively address challenges, provide feedback, and refine strategies to support ongoing success

Employer Outreach

- Engage with Toronto employers to understand their needs and challenges, offering guidance on inclusive hiring practices, accessibility accommodations, and workplace adjustments that foster a supportive environment for individuals with disabilities. Track engagement and work towards established metrics.
- Distribute educational materials and best-practice guides to enhance employer awareness and address common misconceptions.

3. Program recruitment and social event planning (October - March)

- Support the recruitment of a new cohort for the Good Foot Forward program
- Support the planning and implementation of social programming to engage Couriers and participants

The above statements are intended to describe the general nature and level of work for the position. They are not intended to be a complete list of all responsibilities, duties, and skills required for this position. Duties and responsibilities may be added or changed as deemed appropriate by management.



Qualifications & Requirements:

- Educational background in social services, community work, autism & behavioural science or related fields
- Experience with data collection, reporting and data manipulation using Excel and/or Google Sheets, such as PivotTables, formulas and VLOOKUP
- Demonstrated experience providing support and training to the neurodivergent community
- Clear and professional written and verbal communication
- Ability to create partnerships and serve as a representative of Good Foot in the community
- Comfortable with various technologies, including Google Workplace, Slack, and others
- Ability to work independently, take initiative and know when to seek help and input
- Clear vulnerable sector police check

Position Details:

- Full-time, contract position. salaried (\$55,000 - \$60,000 commensurate with experience), 35 hours/week,
- Contract End date: March 26, 2027
- Contract Start date: Immediate
- Health benefits available following a 3-month probationary period, 5 personal days, 10 vacation days
- This is an in-office position, eligible for 1 day WFH after probationary period on a date convenient for scheduling
- Location: 40 Eglinton Avenue East, Suite 201

To Apply:

Please email recruitment@goodfootdelivery.com your cover letter and resume in PDF format as a single PDF, and include "Impact Reporting and Program Lead" in the subject line. The deadline for applications is Monday, April 13, 2026

Good Foot is built on the values of diversity, equity, and accessibility. Recognizing the unique contributions that individuals from marginalized communities bring to our organization, we encourage applications from people representing the diverse community we serve. Good Foot strives to create a respectful, accessible, and inclusive work environment. If you have any accommodation requests after filling out this application, please include them in your cover letter.