

Toronto Women's City Alliance

c/o North York Women's Centre, 2446 Dufferin St., Toronto, ON M63 3T1

www.twca.ca | info@twca.ca | 647-235-8575



Project Coordinator

Toronto Women's City Alliance (TWCA) is an advocacy organization focused on anti-poverty, anti-racist and inclusive gender equality in local governance. Our focus is on ensuring that the voices and experience of women and girls is made visible in our local government. We believe this is best achieved through a gender-based approach to policy-making and through the establishment of a Women's Equalities Office. We provide research, policy recommendations and advice to local decision-makers on issues affecting the lives of diverse women and girls in Toronto. For more information, please visit www.twca.ca.

Job Description:

The TWCA is managed by a Steering Committee that establishes priorities and provides its direction. TWCA is seeking a full-time Coordinator who will be responsible for the coordination of administrative, advocacy, outreach, public education and communication activities. This is a grant-funded position with 10 month contract beginning September 2013 through until June 2014 at a pay scale of \$31,000. Some evening and weekend work will be required. TWCA encourages applications from women with diverse cultural and linguistic backgrounds, racialized people, and people with disabilities.

Responsibilities:

- Coordinate and prepare reporting for funding and other administrative activities
- Coordinate advocacy, outreach, public education and communication activities
- Organize and attend staff and steering committee meetings
- Represent and speak on behalf of the organization at municipal committees, community organizations and the media as required
- Oversee and manage the delivery of TWCA programming:
 - Outreach and engagement with identified stakeholders and marginalized communities around the 2014 municipal election.
 - Plan, coordinate and facilitate workshops on budget literacy in identified communities
 - Coordinate bi-monthly networking and educational events on topical issues impacting women's lives in Toronto.
 - In collaboration with a Toronto research institute, develop a research report based on gender-disaggregated data on women's access to City services.
- Work with staff team on other funding deliverables
- Oversee and manage the identification and application for new streams of funding
- Manage and build relationships with individuals, organizations and partners to support gender equality in the city
- Other related duties as assigned

Qualifications:

- A post-secondary or certificate in a related discipline and 3-years equivalent work experience
- Knowledge and experience in navigating the policy and municipal decision-making process in Toronto.
- Working knowledge of gender mainstreaming methods and related data issues as these relate to municipal services, policies and processes
- Knowledge of the women's community services and advocacy community in Toronto
- Thorough understanding of issues and dynamics related to feminist and anti-racist analysis/anti-oppression models

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- Strong coordination and organizational ability and exceptional interpersonal and conflict resolution skills
- Experience getting projects off the ground and working with multiple stakeholders
- Excellent verbal and written communication skills
- Excellent project and time management skills, with the ability to prioritize activities to ensure deadlines are met
- Flexible and adaptable to change – comfortable with agility, ambiguity, and change
- Experience in public speaking, an asset
- Ability to chart and pursue a clear path while exercising sound judgment, initiative and decision-making
- Experience in grant writing and fundraising, an asset
- Management and supervisory experience, an asset
- Ability to work in a web-based environment and communicate regularly via e-mail, web-based communication tools including WordPress
- Self-motivated and able to work with minimal supervision

Applications for this post are accepted until: September 2nd, 2013

To apply, please send a cover letter and resume to: info@twca.ca with the subject line: job posting.

Only those selected for interviews will be contacted