EMPLOYMENT OPPORTUNITY

Manager, Community Initiatives
Youth Specialist

Contract Position

The Opportunity
We are seeking a Community Initiatives Manager to join the Canadian Women’s Foundation team to lead youth programs (Teen Healthy Relationships, Youth Advisory Committee) and Indigenous programs (Indige-Health Hub).

Reporting to the Senior Director, Community Initiatives and Grants, the Manager will participate in the core grants team, responsible for operational activities relating to grantmaking and national networks. This includes grant management, knowledge mobilization, and evaluation activities, and contributing to donor reporting.

The Canadian Women’s Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. We support women, girls, and gender-diverse people to move out of violence, out of poverty, and into confidence and leadership. Since 1991, our generous donors and supporters have contributed more than $185 million to fund over 3,000 life-transforming programs throughout Canada. For more information about the Foundation, visit our website. To learn more about what we offer to employees and why you should apply, visit Work with Us.

We are prioritizing applications from women, trans, and non-binary people who are First Nations, Métis, or Inuit; and strongly encourage those who are Black and/or racialized; identify as 2SLGBTQI+; and/or are living with disabilities to apply.

Contract term: Sept 2023 to Aug 2024

Key responsibilities

<table>
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<th>Grantmaking: Teen Healthy Relationships</th>
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<td><strong>Grantmaking</strong></td>
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<td>• Manage ongoing granting for one multi-year program, including payments and reporting.</td>
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<td>• Prepare for launch of new cycle, including grant review, criteria development, and committee support.</td>
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<td><strong>Capacity Building</strong></td>
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<td>• Convene grantees and stakeholders for collective learning and knowledge</td>
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• Manage grantee and sector relationships related to Teen Healthy Relationships nationally.

**Evaluation & Reporting**
• Manage the evaluation process with third party evaluators in implementing their evaluation framework and data collection/analysis plan.
• Contribute to indicator tracking and impact measurement efforts for Foundation-specific deliverables.
• Monitor emerging issues in gender-based violence prevention and interventions, particularly in relation to women, trans, and non-binary people from underserved communities.
• Work with the Senior Director to provide narrative, statistical, and financial updates to donors and stakeholders.

**Youth Advisories & Hubs**

**Youth Advisory Committee**
• Support Youth Advisory Committee co-chairs to manage committee in implementing action plan recommendations.
• Plan and implement a range of knowledge mobilization activities (e.g., webinars, social media, etc.)
• Leverage learnings for Foundation contributions across all departments.

**Indige-Health Hub**
• Support First Nations, Métis, and Inuit youth hub in final year of activities
• Plan and implement a range of knowledge mobilization activities (e.g., webinars, social media, etc.)
• Convene Hub for podcast launch party and final gathering.
• Work with the Senior Director to provide narrative, statistical, and financial updates to donors and stakeholders.

**Qualifications & Skills**

**MUST HAVES**

**Experience:** Minimum 5 years’ experience working on equity issues in gender-based violence prevention with youth, or a related community sector, and experience developing and leading evaluation strategies

**Education:** Degree in related field OR an equivalent combination of training, expertise, and lived experience

**Skills:**
• A strong intersectional lens and gender-based analysis and knowledge of issues affecting and gender diverse people in Canada.
• An understanding of the gender-based violence and youth sectors in
Canada and barriers experienced by women and gender diverse people from underserved communities.

- Demonstrated project management skills, with ability to manage multiple project deliverables with varied stakeholders.
- Strong written and oral communication skills. Capacity to work bilingually in English and French an important asset.
- Demonstrated capacity to build relationships of trust with sector partners.
- Strong presentation skills, with experience developing and designing learning forums both in-person and online.
- Good judgement, flexibility, and capacity to work closely with one or more team members on a common project.
- Ability to travel within Canada.

NICE TO HAVES
- Lived experience in one or more of the above listed equity seeking groups.
- Experience managing project budgets with government and corporate funders.
- Experience working in coalition with organizations in the youth prevention and gender-based violence sectors.
- Experience providing training, guidance, or mentorship to non-profit organizations.
- Experience developing / contributing to multi-partner research projects and/or impact evaluations.
- Strong knowledge (including direct experience) of how to integrate intersectional approaches into programs and service delivery models.
- Capacity to work fluently in English and French

Expectations & Conditions
The chosen candidates will be able to start work in September 2023 and would complete a 3-month probation period.

This is a 12-month full-time contract position.

Compensation
The salary range for this position is $55,000 - $75,000 and can be negotiated based on experience. There is a competitive benefits and generous vacation package, including comprehensive health and dental benefits, as well as professional development opportunities.

Job Location
This position is remote and/or based at the head office in Toronto, Ontario. Some travel within Canada may be required.

Apply Today by Submitting:
- A one-page cover letter outlining why you want to be part of the Canadian Women’s Foundation and briefly summarizing your key skills and relevant experience.
- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is **August 25, 2023**. Please email the document to humanresources@canadianwomen.org and indicate “CI Manager - Youth” and quote reference number “CI-028” in the subject line.

The Canadian Women’s Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. We aim to be inclusive of diverse people across gender and sexuality spectrums. This includes people who identify as women, girls, trans, Two Spirit, genderqueer, non-binary, and 2SLGBTQI+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

We thank all applicants for their interest. However, only those selected for a first interview will be contacted. We anticipate two rounds of interviews before the successful candidate is selected.