

Project Coordinator

Job Posting

We are seeking a **Project Coordinator** to join the Public Engagement department. This **bilingual English and French-language** position will primarily support the Project Manager with day-to-day activities associated with the “Challenging Gendered Digital Harm Project”. This project addresses online and technology-facilitated violence, hate, and harassment against diverse women, girls, and gender-diverse communities in Canada through national research, development of public training and tools; and convening of civil society and decisionmakers to mobilize knowledge for systems change. This position reports to the Project Manager, Public Engagement Team. **This is a full-time contract position that runs to the end of March 2025.**

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 \$250 million to fund over 3,200 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 strongly encourage applications from women, Two Spirit, trans, and non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, living with disabilities, and/or members of 2SLGBTQIA+ communities.

Key Duties and Responsibilities

Project Support

- Facilitating correspondence between project partners and the Foundation.
- Support the procurement and ongoing work of project service providers, e.g. researchers, evaluators, translators, and training platform vendors.
- Coordinate Advisory Committee meetings and take meeting minutes.
- Oversee the administrative tasks related to the project including invoices, record-keeping, financial documentation.
- Assist with all elements of project activities including research, training and tool development, outreach, and knowledge-sharing.
- Answer inquiries from the public and assist with media and public relations requests.

- Assist with regular evaluation and reporting on results, as well as in interpreting results for improved planning and performance.

Event Coordination

- Coordinate logistics for online panels, webinars, and meetings including but not limited to sending invitations, participant tracking, speaker/panelist training & logistics, interpretation, moderation, contracts and honoraria, and dissemination of event materials and analytics.
- Lead post event follow-up, including but not limited to impact evaluation, finalizing payments, expense reimbursements, collecting notes and evaluations, and organizing debriefs.

Qualifications and Experience

- Post-secondary education in a related field OR an equivalent combination of training, expertise, and lived experience.
- 3 years of experience in nonprofit or social purpose-related educational, communications, research, training, and/or project coordination roles

Skills

- **Strong bilingual (written, oral) skills, French and English**
- Excellent organizational skills including multi-tasking and time management
- Strong interpersonal and teamwork skills
- High degree of resourcefulness, flexibility, and adaptability
- Familiarity with issues and nuance of intersectional feminism and gender-based violence

Expectations and Conditions

The chosen candidate will be able to start work as soon as possible and would complete a three-month probation period.

Compensation

The salary range for this position is \$50,000- \$54,000. Our benefits package includes a comprehensive health and dental plan, a generous vacation allotment, as well as professional development opportunities. This is a Full Time Contract position to March 31, 2025.

Job Location

Depending on the location of the successful candidate, this position could be remote, hybrid or in office. Our head office is in Toronto, ON but we are seeking candidates from anywhere in Canada. 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 **5:00 PM EST on Friday, April 19, 2024**. Please email the document to humanresources@canadianwomen.org and indicate "**Project Coordinator**" and quote reference number "**PE-008**" in the subject line.

We will be reviewing applications on a rolling basis. We encourage early applications.

Canadian Women's Foundation Commitment to Equity

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 2SLGBTQIA+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

The Canadian Women's Foundation adheres to Canadian Human Rights legislation and will provide accommodation to candidates during any part of the interview or hiring process, if requested.

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.