

Coordinator, Northern Events & Outreach Job Posting

We are seeking a **Coordinator, Northern Events & Outreach** to join the Community Initiatives department. The Coordinator, Northern Events & Outreach will play a vital role in supporting the Canadian Women's Foundation's Northern Gender Equality Strategy, supporting the planning, organization, and execution of hybrid, in-person, and virtual events. These events aim to facilitate knowledge mobilization, and bring together community leaders, researchers, and policymakers to address systemic challenges faced by women, girls, Two Spirit, trans, and nonbinary people in Northern and Indigenous communities.

The Coordinator will ensure all events are organized efficiently, align with feminist principles, and are culturally relevant and accessible to participants. This role involves extensive logistical coordination, including liaising with vendors, organizing travel and accommodations, and managing technical support.

The Canadian Women's Foundation is Canada's public foundation for gender justice and equality. We advance this by growing support for grassroots feminist action, partnering with communities and organizations to improve conditions, and building diverse leadership and knowledge for sustainable change.

Since 1991, thanks to our generous supporters and donors, the Foundation has raised more than \$260 million to fund over 3,300 life transforming programs across the country. As a leading voice for women, girls and gender-diverse people in Canada, the Canadian Women's Foundation is committed to getting gender equality issues front and centre in the hearts and minds of people in 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. **Priority will be given to First Nations, Métis, and Inuit candidates, particularly those based in Northern regions of Canada.**

Key Duties and Responsibilities

Event Coordination & Logistics

- Coordinate all logistics for in-person, hybrid, and virtual events, including but not limited to:
 - Venue and contract research and confirmations (e.g., booking venues, arranging catering and audio-visual equipment, etc.)
 - Travel and accommodations for participants, speakers, Elders, and staff
 - Registration tracking, participant communication, and managing participant needs (e.g., accessibility requirements)
 - Event technology setup and technical support (e.g., Zoom Webinar/Meeting logistics)
- Serve as the key point of contact for vendors and other service providers
- Maintain alignment with work-back schedules and critical paths to ensure timely event preparation and execution
- Support pre-event communications, including sending invitations, follow-up emails, and event reminders
- Assist in preparing event materials, including agendas, handouts, speaker briefs, and participant packages
- Lead post-event tasks, including processing venue and vendor payments, consolidating feedback/evaluations, organizing event debriefs, and maintaining financial records
- Develop and maintain best practices for Northern event logistics, with a focus on cultural relevance, accessibility, and participant safety

Communications

- Work with the Public Engagement team on website update requests to profile the Foundation's Northern Gender Equity Strategy work
- Provide content updates for the Foundation's Sector Spotlight newsletters as needed
- Support Northern Gender Equity Strategy managers to coordinate notes, documents, reports, and other materials for translation, design, and dissemination

Administration & Team Support

- Provide administrative support, including maintaining organized event files, managing expense reimbursements, and tracking invoices and expense claims.
- Participate in team meetings and contribute to collaborative planning and strategy discussions.
- Provide back-up support for other Foundation events and activities as needed.

Qualifications

Experience:

- 2-3 years of experience in event coordination or program logistics, preferably in an Indigenous-led, non-profit, and/or feminist organization.
- Experience working with Indigenous and/or Northern communities in a culturally respectful and responsive manner.
- Experience coordinating virtual events using platforms like Zoom Webinar/Meeting or equivalent tools.
- Experience managing travel logistics, contracts, and budgets.
- Lived experience in Indigenous and/or northern communities is strongly preferred.

Education:

- Degree in related field OR an equivalent combination of training, expertise, and lived experience

Skills:

- Strong project management and organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Demonstrated capacity to arrange travel and accommodations for participants to and from remote Northern communities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual event tools.
- French language competency is considered an asset.

Abilities:

- Commitment to intersectional feminist principles, anti-racism/anti-oppression frameworks, and decolonization practices.
- Excellent interpersonal skills and ability to communicate effectively with diverse participants, including community leaders, Elders, vendors, and team members.
- Detail-oriented with strong problem-solving skills and sound judgment.
- Ability to work collaboratively as part of a team while also taking initiative and working independently.

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 hiring range for this position is **\$55,000 - \$60,000**. The Foundation provides generous vacation time, comprehensive health and dental benefits, as well as professional development opportunities. This is a **full-time contract position for 12 months** (April 1, 2025 - March 31, 2026).

Job Location

Depending on the location of the successful candidate, this position could be a hybrid or remote work environment, with occasional travel as needed.

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 **8:00 PM EST on January 17, 2025**. Please email the document to humanresources@canadianwomen.org and indicate **"Coordinator, Northern Events & Outreach"** and quote reference number **"CI-035"** in the subject line.

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, nonbinary, 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.