



Canadian Women's Foundation / Aftermetoo Partnership Project Manager Contract Position

Canadian Women's Foundation

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

Aftermetoo

Whether developing web-based resources to help workers understand their legal rights, connecting survivors with vital supports, challenging outdated employment policies, or providing community-based education and training opportunities, our projects aim to transform workplace culture and reduce the barriers that make it difficult to access justice—especially for the most vulnerable workers. We intend to generate a more empowered workforce, where leaders are held accountable, and workers' rights are protected. Concrete change. No exceptions.

Aftermetoo is developing a website which will include 118 guides describing legal options for people experiencing sexual harassment at work in Canada. As project lead for the guides, you will be responsible for shepherding the guides through a multi-stage editorial development pipeline that includes research, drafting, editing, specialist legal review, translation, and proofreading. This role requires the ability to coordinate the work of others, as well as strong organizational skills.

Position/Role: Project Manager Contract Position for six months

We are looking for a talented, organized individual, willing to work as part of a small and determined team, who believes that workplaces need to change. This role will work within the partnership developed between Aftermetoo and the Canadian Women's Foundation.

We strongly encourage applications from women, Two Spirit, trans, and/or non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, those living with disabilities, and/or Two-Spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, pansexual, androgynous, and asexual (2SLGBTQI+) peoples.

Responsibilities

- Shepherd the guides through the development process from inception to final delivery to production, by coordinating and overseeing the work of a set of external legal and editorial professionals. You will be the only person accompanying the guides along their entire development journey.
- Manage contributor assignments, track status, and supervise, to ensure deliverables are completed on schedule and at an appropriate quality level. Ensure all contributors have the information they need to do their work.



- Ensure legal accuracy, circulate guide drafts to the appropriate legal advisors for their review, collect their input, and ensure drafts are revised consistent with it.
- Ensure guides are succinct, clear and understandable for non-legal readers, support the substantive editor by gathering responses to their queries from researchers and other legal professionals.
- Maintain project folders/file organization on Google Drive, including the pipeline spreadsheet used to track guides through the development process.
- Assist the substantive editor in maintaining the style guide, glossary, and resource spreadsheets.
- Ensure guides are delivered to the production team “clean,” properly labeled and formatted, with all queries resolved. Help to troubleshoot any missing materials or quality issues.

Skills and experience

- A minimum of five years of experience leading projects, ideally in a publishing, media, or internet-centred environment.
- Experience supervising the work of consultants, vendors, partners and freelancers, including tracking their hours and progress.
- Exceptional organizational skills, attention to detail, and willingness to follow up.
- Proficiency with the Microsoft Office suite of products (primarily Word, SharePoint/OneDrive) and with Google Workspace (Drive, Docs, Sheets).
- Experience with content development workflows and a good general grasp of document management practices such as revision tracking/version control, naming conventions, permissions, etc.
- Knowledge and understanding of the non-profit sector in general and women’s issues preferred.
- Any legal experience would be an asset, particularly employment/labour law.
- French proficiency an asset.

Expectations & Conditions: The chosen candidate will be able to start work immediately and deliver on the above actions from early to mid-2022.

Compensation: The entire contract value is \$40,000.

Remote Work Option: It is possible to work remotely from your preferred location in Canada.

Application Deadline: January 28, 2022 by 9:00 AM EST. Please submit your resume and cover letter as one PDF document to humanresources@canadianwomen.org and quote the reference number “CI-020” in the subject line. No phone calls please. We thank all who have expressed interest in this position, but only those selected for an interview will be contacted.