



COORDINATOR, CAPACITY BUILDING (BILINGUAL)

Come and join our amazing team as we work towards gender equality in Canada!

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.

The Opportunity

We are seeking a bilingual (French and English) Capacity Building Coordinator to join the Canadian Women's Foundation's Community Initiatives team. This position supports learning and knowledge sharing among funded organizations and the Foundation's capacity building and knowledge mobilization contributions to the women's and gender justice sector.

This position is public facing and hands-on. It supports efforts across the Foundation's departments to strengthen fundraising, grant making, systemic change, and thought-leadership activities. Reporting to the Director, Community Initiatives (Policy), this position is key to the Foundation's work to advance gender justice by supporting women, girls, and Two Spirit, trans, and non-binary people to move out of poverty, out of violence, and into confidence and leadership. The Capacity Building Coordinator will be part of a close-knit, creative, and results-oriented team driven by shared values and purpose, in a collaborative environment with many internal and external stakeholders.

The Ideal Candidate

The ideal candidate will have experience coordinating and evaluating in-person and online events and knowledge mobilization activities that are highly inclusive and accessible across a wide range of stakeholders, as well as across many geographic regions.

They will have excellent communication skills and be proficient in English and French, both written and verbal, and be able to translate between the two.

They will enjoy and be comfortable with a range of applications related to virtual events (e.g., Zoom, Microsoft Teams, Google Jamboard), email newsletters & listservs (e.g., Luminato, Mail Chimp), and basic design/layout (e.g., Canva, Adobe). In areas they in which they are less familiar, they will have an affinity for learning new things, demonstrate curiosity and strive to keep current with promising/best practices.

They will be results-oriented and understand basic principles of adult learning, online engagement, and event logistics (virtual, hybrid, and in-person). They will incorporate constructive feedback and evaluation results and be flexible on approaches to engagement. We are looking for a candidate who will bring enthusiasm, curiosity, and vision to this role.

Opportunities for coaching and mentoring will be available, and internal and external supports will be in place to support success.

The ideal candidate will be committed to anti-racist/anti-oppressive practice and have an understanding of intersectional feminism.

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.

Key Duties and Responsibilities

Capacity Building events

- Coordinate in-person event logistics including but not limited to booking venues and finalising contracts, audio visual, food & beverage, obtaining licenses & insurance, travel & accommodation, interpretation (EN/FR & ASL/LSQ) and closed captioning, registration, speaker logistics, shipping and onsite event support.
- Coordinate virtual event logistics including invitations, registrations, participant tracking, speaker/panelist training & logistics, interpretation (EN/FR & ASL/LSQ) and closed captioning, moderation, contract/honoraria payments, and dissemination of event materials and analytics using Zoom and Microsoft Teams
- Create and update work back plans and critical paths for capacity building activities, events, and projects
- Lead post event follow-up, including but not limited to finalizing venue payments, expense reimbursements, collecting notes and evaluations, and organizing debriefs

Knowledge Mobilization & Communications

- Implement best and promising practices for learning and skill sharing across internal and external networks
- Update grantee knowledge hubs according to needs and goals, using best approaches for diverse users, with accessibility standards in mind
- Coordinate and implement creation, editing, and delivery of monthly sector newsletters

We are seeking a candidate who has a blend of skills and abilities including some of the following:

- Proficiency in French and English (i.e., to be able to translate content between languages and communicate with stakeholders in both languages)
- Understanding of the feminist non-profit sector, and demonstrated commitment to anti-racism/anti-oppression and understanding of the principles of intersectional feminism
- Extensive experience working in or with First Nations, Inuit and Metis communities.
- Strong organizational and communication skills (both written and verbal)

- Ability to work as part of a team; excellent interpersonal skills, ability to work respectfully with a diverse set of constituents including donors, volunteers, vendors, and suppliers
- Ability to work under pressure and demonstrated project management skills, with ability to coordinate multiple projects and deadlines
- Demonstrate professionalism, judgement, and discretion in dealing with constituents and with confidential or sensitive matters
- Data entry/database management expertise
- Advanced proficiency in Microsoft Office suite of programs
- Accuracy and attention to detail with strong follow-through
- A strategic orientation, and solid planning and creative problem-solving skills
- **Qualifications**
- Education - University degree, diploma or certificate program related to relevant discipline or equivalent experience
- Experience - Minimum 2-3 years related experience in non-profit events, meeting or conference logistics related role
- Location - This position may be a remote work position. Some national travel is required. Candidates from all over Canada are encouraged to apply. Some flexibility will be required to support efforts in several Canadian time zones.

Compensation

The salary range for this position is \$45,000 - \$55,000 and can be negotiated based on experience. There is a competitive benefits package and a generous vacation package. A computer with applicable software will be provided.

NOTE: this is a full-time, permanent position.

The Process

Please submit:

- 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.
- Please save these in a single PDF and attach to the email.

The deadline for submission is 5:00 PM PST on January 28, 2022. Please email the document to humanresources@canadianwomen.org , indicate “**Coordinator, Capacity Building**”, and quote the reference number “**CI-022**” 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. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their covering letter.

We thank all applicants for their interest; however, only those selected for a first interview will be contacted.