



JOB POSTING

COORDINATOR, CAPACITY BUILDING

THE OPPORTUNITY

We are seeking a Capacity Building Coordinator to join the Canadian Women's Foundation's Community Initiatives team. This position coordinates the logistics for online, hybrid, and in-person events, and contributes to the creation of knowledge sharing tools (e.g., monthly newsletter) as part of the Foundation's capacity building and knowledge mobilization contributions to the women's and gender justice sector.

The Capacity Building Coordinator will provide events coordination and administrative support for a range of Community Initiatives team activities, including (but not limited to): the Foundation's Building the Field of Teen Healthy Relationships First Nations, Métis, and Inuit (FNMI) youth hub; the Foundation's Youth Advisory Committee; the Foundation's Northern Strategy team; and grantee cohorts whose work focuses on gender-based violence prevention and intervention.

Reporting to the Director, Community Initiatives (Policy), the Capacity Building Coordinator will be part of a close-knit, creative, results-oriented team driven by shared values and purpose, in a collaborative environment with many internal and external stakeholders.

As this position will involve work on projects involving the leadership of FNMI service providers and youth throughout Canada, we are actively seeking candidates from First Nations, Métis, and Inuit communities. We also strongly encourage applications from women, Two Spirit, trans, and/or non-binary people who identify as Black and/or racialized; those living with disabilities; and/or 2SLGBTQI+ people.

Candidates from all over Canada are encouraged to apply. If the selected candidate is not located in the Greater Toronto Area, this position may be designated a remote work position. Travel throughout Canada is required. Some flexibility will be required to support activities in several Canadian time zones.

This is a full-time, permanent position with a 6-month probationary period.

THE IDEAL CANDIDATE

The ideal candidate will have experience coordinating the logistics for online, hybrid, and in-person events that are highly inclusive and accessible across a wide range of stakeholders and geographic regions. They will approach event planning and implementation with a view to eliminating barriers to participation of diverse stakeholders, considering the needs of those who are disabled; living on low incomes; whose first language is neither English nor French; who live in rural, remote, or northern regions; who are trans or non-binary; and/or who are further marginalized by racism, ageism, and/or other forms of discrimination.

They will be comfortable with a range of applications used for virtual events (e.g., Zoom, Microsoft Teams, Google Jamboard). They will have experience coordinating in-person meetings and events locally and in other cities/regions.

They will be comfortable creating mass emails and newsletters using virtual tools (e.g., Luminato, BeePro, MailChimp), and have basic design/layout skills using Canva, Adobe, etc.

They will incorporate constructive feedback and be flexible on approaches to engagement. 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 bring enthusiasm 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.

They will have excellent communication skills, both written and verbal. The ability to work fluently in both English and French is an asset.

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

KEY DUTIES AND RESPONSIBILITIES

- 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
- Coordinate and implement creation, editing, and delivery of monthly sector newsletters

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

In addition to the skills mentioned above, we are seeking a candidate who has a blend of skills and abilities, including:

- Understanding of the feminist non-profit sector and demonstrated commitment to anti-racism/anti-oppression and understanding of the principles of intersectional feminism
- Ability to work as part of a team; excellent interpersonal skills, ability to work respectfully with a diverse set of constituents including donors, volunteers, panelists, participants, vendors, and suppliers
- Ability to work under pressure and demonstrated project management skills, with ability to coordinate multiple projects and deadlines
- Demonstrated professionalism, judgement, and discretion in dealing with constituents and with confidential or sensitive matters
- Advanced proficiency in Microsoft Office suite of programs and Zoom (meeting and webinar platforms)
- Accuracy and attention to detail with strong follow-through

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.

ABOUT THE 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, 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 partners and donors have contributed more than \$150 million to fund over 2,500 life-transforming programs throughout the country.

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.

**** DEADLINE EXTENDED** - The deadline for submission is **5:00 PM PST on Sunday August 7, 2022**. Please email the document to humanresources@canadianwomen.org and indicate "Coordinator, Capacity Building" and quote reference number "CI-025" 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. We anticipate 2 rounds of interviews before the successful candidate is selected.