



SCARBOROUGH
WOMEN'S
CENTRE

2100 Ellesmere Road, Suite 245, Scarborough, Ontario M1H 3B7
TEL. (416) 439-7111 FAX. (416) 439-6999
ed@scarboroughwomenscentre.ca

SUMMER STUDENT CONTRACT POSITION – PROGRAM ASSISTANT – OUTREACH TO WOMEN WITH DISABILITIES

Position Title: Expanding the Reach: Outreach to Women with Disabilities Program Assistant, Summer Contract Position

Reports to: Project Coordinator, Expanding the Reach

Duration: 8 weeks, 35 hours per week
Earliest start is May 6th, 2019 (latest start date is end of June)

Duties:

- Work with the Expanding the Reach (ETR) Program Coordinator to outreach to women with disabilities who have experienced barriers to employment and are interested in promoting the inclusion of women with disabilities in the workforce.
- Assist in organizing focus groups for women with disabilities, promoting them, implementing them, and providing support with notetaking/record keeping.
- Work with program partners and other community agencies and partners to promote the program goals
- Work with the Expanding the Reach (ETR) Program Coordinator to update the webpage and develop project tools
- Support the social media strategy to increase effectiveness of outreach to women with disabilities
- Provide information referral about community resources to marginalized women who phone, email or visit the Centre
- Track information referral stats and ETR program stats
- Provide administrative support to Educational programs such as photocopying, faxing, reminder calls as needed
- Maintain accurate records of all activities in accordance with the Centre's policies

Qualifications:

- **TO BE ELIGIBLE:** Eligible to work in Canada, considered a youth (15-30 years of age)
- Sensitive to women's issues and disability issues
- Works well in a diverse environment
- Strong oral and written communication skills
- Self-starter who can also work as part of a team
- Strong computer skills
- Organized and detail oriented
- BSW or MSW degree is an asset
- Experience working with people with disabilities is an asset



SCARBOROUGH
WOMEN'S
CENTRE

2100 Ellesmere Road, Suite 245, Scarborough, Ontario M1H 3B7
TEL. (416) 439-7111 FAX. (416) 439-6999
ed@scarboroughwomenscentre.ca

Working Conditions:

- 35 hours per week for 8 weeks
- Position pays Ontario minimum wage \$14.00 per hour

The Centre is committed to ensuring diversity in employment, and to hiring individuals who are representative of the community we serve.

Send your resume and covering letter including confirmation of your eligibility to Melissa Simas, ETR Program Coordinator program@scarboroughwomenscentre.ca Subject line: Summer ETR position

No phone calls please.

Thank you for your interest. Only those to be interviewed will be contacted.