



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

SCARBOROUGH
WOMEN'S CENTRE

PART TIME JOB OPPORTUNITY - 14 HOURS PER WEEK

PROJECT COORDINATOR

SAGE Organizational Capacity Building Project

Purpose of Position: To coordinate a project which:

- Promotes the growth of an established agency ready to grow to the next level
- Works with an advisory committee to build organizational capacity to promote gender equality in our community
- Works with consultants selected to support the agency's growth and development in the areas of Strategic planning, Succession planning, Governance, Fundraising, Program Evaluation and Program development

Accountability: Reports to the Executive Director, Scarborough Women's Centre.

TASKS:

- Support the project management of an ambitious 4 year initiative to strengthen capacity
- Collect and analyze feedback from stakeholders on the project
- Staff the Advisory Committee meetings
- Participate in regular supervision meetings
- Coordinate meetings, focus groups, consultations, research initiatives to ensure smooth running of the project
- Assist with research and planning by consultants, Board and committees, Executive Director
- Seek further funding for the sustainability of the project
- Track deliverables, and prepare funder reports as required

QUALIFICATIONS

- Minimum 3 years related experience
- Relevant educational background (e.g. Project management)
- Sensitive to and knowledgeable about women's issues, and the impact of intersectionality
- Well organized, excellent written and verbal communication
- A self-starter, who works well on own, and in a team
- Accomplished computer skills. Knowledge of design software an asset.



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WORKING CONDITIONS

- \$30 per hour x 14 hours per week
- Benefits include EI, CPP, WSIB coverage

To apply please send your covering letter and resume by June 10th, 2019 to:

ed@scarboroughwomenscentre.ca (subject line: SAGE Coordinator)

No phone calls please.

We appreciate the interest of all applicants. Unfortunately, we will only be able to contact those candidates who are shortlisted for an interview.

The Centre hires individuals representative of the community we serve.