



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

SCARBOROUGH  
WOMEN'S CENTRE

**JOB DESCRIPTION**  
**BUILDING STRONG FUTURES:**  
**YOUNG WOMEN'S PROGRAM COORDINATOR**

**Purpose of Position**

- To implement an outreach to young women in Scarborough that provides them an opportunity to be aware of issues, options, and resources around violence against women, healthy relationships, and future planning
- To form partnerships with other community agencies to provide support to young women
- To facilitate a series of workshops and multi-session programs for young women
- To be responsible for overall coordination and administration of the project
- To search for funds for the project, write applications for funding and reports to funders

**Accountability**

Responsible to Executive Director, Scarborough Women's Centre.

**Job Specifications**

**Program**

- Conduct outreach to schools, community centres and other community venues with specific focus on high priority and neighbourhood improvement areas
- Facilitate workshops and programs for young women at community agencies and high schools
- Promote and design materials for young women's workshops: flyers, workbooks, handouts, etc
- Maintain ongoing liaison with TDSB, host schools and agencies
- Refer young women for SWC (or other agencies if appropriate) services as needed
- Coordinate the young women's outreach team, including recruiting, training and mobilizing placement students and volunteers
- Review program evaluations following each workshop
- Review workshops and programs to ensure they remain current and relevant and to include feedback received from young women participants

**Administrative**

- Keep program statistics re: attendance, demographics, evaluation data, etc
- Produce monthly program reports for inclusion in the ED report for Board review



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

## SCARBOROUGH WOMEN'S CENTRE

- Research potential funding opportunities, apply for funding for the program
- Provide funders with progress reports
- Explore and develop partnerships for the purpose of expanding the program
- Maintain accurate files and records related to the project
- Attend weekly supervision with the Executive Director
- Participate in monthly core staff meeting
- Supervise and support any volunteers or students with the BSF team

### **Qualifications**

- Minimum 3 years related experience
- Training in relevant educational program, such as BSW, Assaulted and Women's Children Advocate Program, Community Worker
- Knowledgeable and experienced on women's issues, young women's issues, abuse, emotional health
- Intersectional analysis of barriers and challenges for young women
- Excellent communication skills, both verbal and written
- Well organized, self-starting, and good team skills

### • **Working Conditions**

- 18 hours per week
- \$27.50 per hour
- Based at Scarborough Women's Centre

### **To apply:**

Please send your resume and a covering letter (Subject line: YWO) to:

[ed@scarboroughwomenscentre.ca](mailto:ed@scarboroughwomenscentre.ca)

Deadline for applications is September 12<sup>th</sup>, 2019

No phone calls please.

The Centre is committed to hiring individuals representative of the communities we serve.

Please let us know about any accommodations you require to apply for the application process.