



2100 Ellesmere Road, Suite 245, Scarborough, Ontario M1H 3B7
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SCARBOROUGH
WOMEN'S CENTRE

JOB POSTING (Part time, to March 2022)
MOVING FORWARD: Next steps to training and employment
PROJECT COORDINATOR

Purpose of Position

Responsible for the coordination and administration of a one year project to support marginalized women as they prepare to enter or re-enter the job market, especially following the pandemic.

- Support individual women to overcome barriers to economic success
- Build organizational capacity to provide the necessary supportive services through development of training and tools for use by staff, facilitators, and volunteers
- Build on partnerships with academic institutions and employment agencies to create customized pathways for individual women which utilize our connections to address their barriers to success

Accountability

Responsible to Executive Director, Scarborough Women's Centre.

Job Specifications

PROGRAM:

- 1) Utilize the Sustainable Livelihoods Model to develop assessment protocols for supporting women re training and employment decisions. Explore other models and tools to support women in building a foundation for moving forward.
- 2) Develop training for staff, facilitators, professional placement students and direct service volunteers (mentors, tutors) to equip them with new skills and tools to support marginalized women as they transition towards training and employment - which can be used during and following the project.
- 3) Develop workshops, webinars and tools to support marginalized women by addressing personal and systemic barriers to success including emotional health, abuse, disability, and other factors which create barriers to success in skills training, academic education, job search, and job maintenance - which can be used during and following the project.
- 4) With new tools, assist women to navigate supports such as scholarships, childcare etc; to obtain and maintain employment through coaching and emotional support
- 5) Build on our partnerships with academic institutions and employment agencies to create customized pathways for individual women which utilize our connections to address their barriers to success. Discussions with academic and employment



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program partners to develop a continuum of support for women seeking further training and employment

ADMINISTRATIVE

- Keep program statistics re: attendance, demographics, evaluation data, etc
- Produce monthly program reports for review by the Executive Director
- 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
- Related education and training, such as BSW, MSW, Career counsellor, Employment worker
- Knowledgeable and experienced on women's issues and employment issues
- Intersectional analysis of barriers and challenges for women
- Excellent communication skills, both verbal and written
- Well organized, self-starting, and good team skills

Working Conditions

- 26 hours per week until March 31st, 2022 with funding provided through the Province of Ontario Training and Employment Supports funding
- \$28.09 per hour, less applicable tax and deductions
- Eligibility for Health plan benefits following 3 months of employment

To Apply:

Send your covering letter and resume by April 19th, 2021 to ed@scarboroughwomenscentre.ca with the subject line Moving forward Project Coordinator

We appreciate your interest in the position. Those candidates who are being offered an interview will be notified. The Centre hires candidates representative of the community we serve. No phone calls please.