

## EMPLOYMENT OPPORTUNITY

Position: Project Coordinator, Full Time, One-Year Contract

Closing Date: April 19<sup>th</sup>, 2019

### **About WomanACT**

The Woman Abuse Council of Toronto (WomanACT) is a policy development and planning body that works to address violence against women and advance gender equality through coordination, research and policy and education. WomanACT's vision is a coordinated service response where women and their children experience safety, dignity, and opportunities.

### **About the position**

WomanACT is looking for a dynamic and highly motivated Project Coordinator to help develop and enhance our gender equality projects, research and policy.

The Project Coordinator will play a key role in the implementation of the Multi-Agency Risk Assessment Conference (MARAC) Project. The project will develop, test and evaluate the MARAC model, an internationally recognized approach to reducing high risk domestic violence through multi-agency risk assessment and safety planning, in two communities in Ontario. The Project Coordinator will be responsible for supporting the development, administration, implementation and evaluation of the MARAC project and other projects as identified.

The Project Coordinator will also work closely with the WomanACT team to further advance our research and policy work across our current priority areas: gender-based violence, economic security and housing. The Project Coordinator will provide technical and coordination support including conducting community-based research, policy analysis and development, developing communications and fostering community engagement.

## **Primary Responsibilities**

### Project Coordination

- Support the Project Manager with all aspects of project design, implementation and evaluation including:
  - Support with the development of project proposals;
  - Develop and implement project work plans;
  - Develop and foster community partnerships and manage ongoing liaison with project partners;
  - Enhance project quality through research, gender-based analysis and meaningful engagement of stakeholders throughout the project life cycle;
  - Engage with a wide range of project stakeholders including governments, public sector partners, community-based organizations, academic institutions and community members;
  - Produce and disseminate project documents (policies, procedures, training manuals etc.) and deliver high quality project reports.
  - Coordinate and participate in project activities including meetings, workshops, training.
  - Responsible for data collection, monitoring and evaluation activities.
- Identify training needs to ensure quality projects and develop concrete capacity development plans for project staff and project partners.
- Maintain an understanding of current trends and innovation in the field of gender equality to promote ongoing learning and improvement for the organization.

### Research and Policy

- Promote and support the intersectional gender-based policy analysis work of WomanACT.
- Contribute to research projects including undertaking research, developing and implementing plans for dissemination and utilization of research.
- Engage with community partners, community-based coalitions, governments and the public to help facilitate consultations and needs assessments.
- Support the development of consultation submissions, research reports, policy briefs, press releases and other communications.
- Prepare and deliver presentations and represent WomanACT at local, provincial or national meetings and conferences.

### Communication

- Produce internal and external communications including blogs, newsletters, social media content, and campaign materials.
- Identify key audiences and create and distribute relevant project, research and policy content to them.

## **Other related accountabilities**

- Assist and support in the research and development of project proposals, funding bids and other fundraising activities to further grow and develop our work.
- Other duties as required.

### **Qualifications and Competencies**

- University degree in Gender Studies, Social Sciences, Social Work, Public Policy, or a related discipline.
- 3 – 5 years of experience in a related project management, coordination or policy position within the non-profit or public sector.
- Experience in applying an intersectional gender analysis to project design and development, policy development and/or monitoring and evaluation.
- Demonstrated knowledge of the issues affecting women and girls in Canada, and an understanding of the Violence against Women sector and related systems and policies.
- Excellent writing, editing, presentation and communications skills.
- Excellent time management and organizational skills, including prioritizing multiple tasks.
- Strong interpersonal skills, including ability to work with a range of diverse stakeholders (project partners, community members, government, funders)
- Enthusiastic, willing to innovate or adapt and a sense of humour.
- Committed to working from an anti-oppression, feminist perspective.
- Multilingual skills including French and other languages considered an asset.
- Familiarity with and experience in participatory research methods and/or policy development considered an asset;
- Some evening or weekend work may be required.

### **Submissions**

Please submit your cover letter, resume and expected salary to the attention of Lieran Docherty, Project Manager, [projectmanager@womanabuse.ca](mailto:projectmanager@womanabuse.ca)

### **Interviews**

Only selected candidates will be invited for an interview. No phone calls please.  
Interviews will take place the first week of May 2019.

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*WomanACT is committed to access and equity for all women. We welcome and encourage women from Indigenous, racialized, immigrant, refugee and other equity seeking groups to apply.*

*Please note that WomanACT welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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