



City for All Women Initiative (CAWI) Initiative : une ville pour toutes les femmes (IVTF)

Promoting an inclusive and women-friendly Ottawa that respects diversity
Pour qu'Ottawa soit respectueuse de la diversité, inclusive et accueillante pour les femmes

www.cawi-ivtf.org

Job Title: Community Engagement Coordinator
Duration: 2 years, with possibility of extension
Days: 5 days/week, 35 hours/week
Application deadline: May 26, 2019

City for All Women Initiative (CAWI)

CAWI is a collaboration of women from diverse communities, academia, and community organizations working with city decision makers to advance gender equality and promote an inclusive city. We envision an Ottawa in which women's knowledge and leadership are fully valued and where our diverse experiences, cultures and perspectives are honoured and viewed as an asset in building an inclusive and caring community.

CAWI seeks to ensure that the issues that impact women from a diversity of backgrounds are systematically considered in city decision-making. It does this by training women in civic engagement and community facilitation and working with the City and community organizations to apply equity and inclusion to all aspects of their work.

Job Summary/General Responsibilities

Reporting to the CAWI Executive Director and working in close collaboration with CAWI's Board, staff, volunteers, and community partners, the Community Engagement Coordinator will coordinate the actions and initiatives of Making Voices Count (MVC) and other facilitation and training activities with CAWI. This position requires a person with strong facilitation and project management skills as well as experience in advocacy and addressing inequities.

Responsibilities

Engagement

- In collaboration with the Coalition of Community Health and Resource Centres and community partners, coordinate the Civic Engagement Table of MVC
- Working in collaboration with community partners and residents, identify priority issues at the municipal level and at the provincial and federal levels as needed
- Facilitate engagement with key City staff and City councillors on emerging issues
- Coordinate and coproduce research and analyses of relevant government budgets, election issues, and social issues as needed
- Bring issues to the attention of decision makers at the appropriate levels of government and in local institutions
- In collaboration with community partners, coordinate the action taken by residents from marginalized communities to bring forth their voices and concerns at different levels of government
- Keep informed on government decisions and community concerns as they relate to the mission of CAWI and the priorities of MVC
- Network with community partners and related institutions as needed

Education

- Plan and coordinate training sessions on civic engagement and other educational activities
- Co-design and deliver workshops
- Develop materials and messaging to educate on priority issues

Communication

- Manage social media (website, twitter, Facebook) and media outreach
- Ensure communication between Civic Engagement Table, Project Management Committee, CHRCs, CAWI, partners, and community as related to MVC
- Liaise with residents, community partners, and City staff on CAWI initiatives
- Prepare plain-language civic engagement and educational materials
- Act as a spokesperson, representing CAWI and MVC in the media and public forums

Administration

- Manage project budgets
- Assist with grant writing and reports to funders
- Manage logistics for meetings and events
- Produce and disseminate resources (e.g. liaise with printer, translators, and graphic designer)
- Assume other tasks as needed

Essential Qualifications

- Commitment to CAWI's mission and vision
- Ability to work with women across cultures, languages, social classes and abilities
- Understanding of forces at play in achieving equity
- Ability to bring an intersectional gender analysis to social policy, community relations and change processes
- Administrative skills including managing project budgets
- Strong workshop design and facilitation skills
- Social media and communication skills
- Post-secondary education in social sciences or minimum of three years' experience in working for non-profit organizations
- Ability to work independently and in a team
- Strong interpersonal and communication skills
- Ability to work flexible hours; position involves evening and weekend work
- Fluency in English is essential (oral and written)

Assets

- Fluency in French and/or another language is an asset
- Knowledge of how city government works
- Familiarity with community organizations.
- Driver's licence and a car for job-related tasks
- Experience in layout and design of materials
- Self-identifies as belonging to an equity-seeking group

Employment Condition

- Space and capacity to work from home; CAWI will cover certain expenses related to a home office

Salary Range: \$49,000 - 59,000 annual salary, dependant on experience

Only candidates selected for an interview will be contacted.

We encourage women from equity-seeking groups to apply, including women with disabilities, women of colour, immigrant women, and Indigenous women.

Please send your cover letter and resume by e-mail before or on May 26, 2019, to hire@cawi-ivtf.org. Please note the subject line of your e-mail should read "Community Engagement Coordinator – CAWI".