



## 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](http://www.cawi-ivtf.org)

**Job Title:** Communication and Administration Coordinator  
**Duration:** One year - February 22, 2016 to February 21, 2017 with possibility of extension pending funding  
**Days:** 4 – 5 days/week  
**Application deadline:** Thursday, January 21, 2016 at 5:00 p.m.

### **City for All Women Initiative (CAWI):**

CAWI is a collaborative of women from diverse communities, academics and community organizations working with city decision makers to advance gender equality and promote an inclusive city. Working under the auspice of Lowertown Community Resource Centre, CAWI seeks to ensure that the issues impacting 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. In recent years, CAWI has worked with municipalities and women's organizations across Canada in the creation and promotion of a guide for enhancing equity and inclusion in cities.

### **Job Summary:**

The Communications and Administration Coordinator reports to CAWI's Director and works closely with CAWI staff, volunteers and partners. This hybrid position requires a person with solid project management, communication, administration, finance and social media experience, as well as sensitivity to equity and inclusion.

### **Responsibilities:**

#### **Communication**

1. Oversee CAWI's social media (website, twitter, facebook) and media outreach
2. Ensure communication between CAWI committees
3. Resource the Communication and Finance- Fundraising Committees
4. Manage CAWI's newsletters
5. Layout and design of materials

#### **Administration**

1. Information management (e.g., on-line access, list-serve)
2. Invoice payment, expense claims preparation, book sales
3. Preparation of reports to funders
4. Assist with grant writing
5. Negotiate contracts – fee for service
6. Manage logistics for meetings

7. Arrange travel
8. Resource Production (e.g., liaise with printer, translators and graphic designer)

### **Engagement**

1. Perform outreach and coordination activities to recruit and engage volunteers
2. Develop materials for outreach on workshops CAWI offers
3. Assist with designing and delivery of training CAWI offers

### **Essential Qualifications**

1. Degree in social sciences
2. Ability to work independently and in a team
3. Understanding and commitment to equity and inclusion
4. Ability to work with women across cultures, languages, social classes and abilities
5. Ability to work flexible hours; position involves evening and weekend work
6. Excellent communication skills (oral and written)
7. Strong mastery of social media tools
8. Proficiency in the use of computers and software applications
9. Fluency in English is essential

### **Asset Qualification**

1. Fluency in French and/or another language
2. Training and experience in group facilitation
3. Experience in training in equity and inclusion
4. Grant writing
5. Car for job related tasks

### **Employment Condition**

1. Space and capacity to work from home.

We encourage women from diverse communities to apply, including women with disabilities, women of colour, recent immigrant women and Aboriginal women.

- Only candidates selected for an interview will be contacted.
- Salary commensurate with experience.

Please send your cover letter and resume by e-mail by January 21, 2016 to:  
[hiring@cawi-ivtf.org](mailto:hiring@cawi-ivtf.org)

or mail to:

CAWI  
Lowertown Community Resource Centre  
40 Cobourg St.  
Ottawa, Ontario K1N 8Z6