



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 (Policy and Communications)
Duration: 12 weeks (3 months) with possibility of extension
Days: 3 days/week, 21 hours/week
Application deadline: May 9, 2020

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 (Policy and Communications) will support our civic engagement projects and organizational mandate through policy and communications development specifically related to COVID-19. This short-term contract is focused on providing an intersectional, gendered response to COVID-19 at the municipal level. This position requires a person with strong advocacy and communications skills as well as experience in policy and research.

Key Deliverables:

- Compile and disseminate weekly newsletters with COVID-19 resources
- Research the intersectional, gendered impacts of the pandemic in Ottawa
- Research policy developments and create policy recommendations for municipal responses to COVID-19 using an intersectional gendered lens
- Develop key messages, speaking points, and campaigns for community leaders, partners, social media, and media outreach on COVID-19 and civic engagement initiatives
- Develop and manage communication tools (website, Twitter, Facebook, etc.)
- Co-facilitate weekly online meetings with CAWI members and partners
- Coordinate and manage communication with partners, the City, and CAWI membership related to COVID-19
- Support CAWI's work on the Human Needs Task Force at the City and related sub-committees
- Complete other deliverables related to COVID-19, as they emerge, and support the general work of CAWI

Essential Qualifications

- Commitment to CAWI's mission and vision
- Ability to work with womxn across cultures, languages, social classes, and abilities
- Understanding of forces at play in achieving equity
- Demonstrated ability to bring an intersectional gender analysis to social policy, community relations and change processes
- Administrative skills and strong facilitation skills
- Demonstrated 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 and French is essential (oral and written)

Assets

- Fluency in another language is an asset
- Knowledge of how city government works
- Familiarity with community organizations
- 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 during COVID-19; CAWI will cover certain expenses related to a home office
- Please note, CAWI is not able to offer benefits at this time

Salary Range: \$52,000/year, pro-rated to 3 days a week (\$28.57/hr).

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 9, 2020, to vstam@cawi-ivtf.org. Please note the subject line of your e-mail should read "Community Engagement Coordinator (Policy and Communications) – CAWI".