

Part-time Coordinator, Community Education – Gender-Based Violence Projects

Contract for 14 hours per week until March 31st, 2025

OCASI - Ontario Council of Agencies Serving Immigrants

Toronto, Ontario

The part-time Coordinator, Community Education - Gender Based Violence Projects is a member of the GBV team and will work collaboratively to support the implementation of activities under two of our GBV projects: Building Leadership Capacity to Address Gender-Based Violence against Non-Status, Refugee and Immigrant (NSRI) Women across Canada Project and the Gender-based Violence Settlement Sector Partnership Project.

Specific Position Duties:

- Coordinate OCASI work on Violence against Women projects which may be funded by multiple sponsors
- Plan, facilitate and conduct meetings
- Coordinate the publicity and development of news releases, graphics, brochures, pamphlets and other material
- Manage the GBV Community of Practice website to support networking and collaboration within communities

REQUIRED QUALIFICATIONS:

- Relevant post-secondary diploma or degree (e.g. social science, social work, community development, immigration & settlement studies) or the equivalent acceptable combination of education and experience working in the non-profit sector in areas of gender-based violence or women's services organization
- Knowledge of GBV issues, survivor-led projects and challenges in the newcomer and refugee communities in Canada
- Ability to work with newcomer communities and NSRI women and survivors in a trauma-informed, de-colonial and respectful manner
- Strong written and verbal communication skills including the ability to communicate effectively with a wide range of stakeholders and influence decision-makers
- Strong relationship building and networking skills as well as the ability to establish rapport with members, partners, staff, students and volunteers
- Good computer skills, proficient with MS Office applications
- Demonstrated experience utilizing social media tools to promote projects/campaigns
- Detailed-oriented with strong organizational skills to meet tight deadlines and demanding schedules

How to apply:

Send a cover letter and resume with **Part-time Coordinator, Community Education – Gender-Based Violence Projects** in the title by July 20th, 2022 to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black, racialized, a woman, or a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying however, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.