



Job Opening

Project Coordinator for Building Capacity for Intersectional Advocacy

CRIAW invites applications for a Project Coordinator for one year, with a potential extension, for a project on building feminist intersectional capacity for advocacy.

The Coordinator will assist CRIAW's Project Director to analyze findings from a needs assessment by women's organizations across the country to develop appropriate tools to advance an understanding of intersectionality and capacity for advocacy, train representatives of women's organizations on how to use these tools, develop a platform for web-based training, peer learning and exchange, provide web-based training support and help to organize and deliver capacity building sessions.

Key Responsibilities and Duties:

The Coordinator takes primary responsibility to:

- Write and produce materials/tools on feminist intersectionality to pilot through face-to-face and web-based training sessions, and finalize those capacity building tools
 - Coordinate the development of a web-based platform for training with a private web site for peer-learning and exchanges
- Develop web-based and face-to-face training content
- Organize and deliver 5 pilot training sessions across the country
- Launch and moderate the CRIAW web-based site for training and conduct training webinars,
- Write reports in English and French.
- Assist in contributing to CRIAW's social media posts about the project
- Other duties as required

Qualifications:

- Knowledge of Canadian feminist organizations and the challenges they face
- Understanding of feminist advocacy and intersectionality
- Experience developing capacity-building educational programs, materials and/or popular education
- Experience conducting educational sessions including webinars
- Previous experience coordinating and implementing plans
- Experience working/volunteering in a not-for-profit organization and/or experience in social justice organizing
- Experience in managing the development of web sites
- Fluency in English and French is an asset
- Experience in accessible and inclusive communications an asset

- Education: Undergraduate degree required. Preference for completion of a graduate degree in a related discipline or a combination of education and experience will be considered.

-Must be a feminist

Skills & Abilities:

- Ability to develop and deliver popular education materials and training programs for in-person and web-based training
- Excellent English verbal and clear writing skills
- The ability to read French text and converse in French
- Superior interpersonal skills to liaise with a variety of different people; women's organizations, members of CRIAW, student volunteers, acting and responding with diplomacy while maintaining good relations;
- Excellent working knowledge of computers, utilizing Microsoft Office (Word, Excel), E-mail, Internet researching, desktop publishing
- Ability to direct web site development
- Uses social media (You Tube, Twitter, Facebook, etc.)
- Strong problem-solving abilities
- Superior organizational skills and able to accurately prioritize tasks and multi-task
- Ability to be self-motivated and work independently with general direction when appropriate
- Ability to work collaboratively as a team member and to provide leadership

Additionally, the Coordinator will assist the Director with carrying out various other tasks as needed.

This is a 5-day a week position with a salary range up to \$54,000/year with competitive benefits. The position is located in Ottawa.

Application Process and Deadline:

Please submit a cover letter, a CV, a one-page writing sample and three references to info@criaw-icref.ca with the Subject line: [Your last name] Project Coordinator Position

Aboriginal/Indigenous women, racialized women, women with disabilities, women with sexual diversities, and women living with multiple oppressions are strongly encouraged to apply.

The deadline is **Monday, July 16 at 10:00 a.m. EDT**

For more information about CRIAW-ICREF go to www.criaw-icref.ca