



Opportunity: Women's Economic Justice Summit Organizer

The Ontario Equal Pay Coalition, the Canadian Research Institute for the Advancement of Women and a broad coalition of women's groups are seeking someone to organize a Women's Economic Justice Summit in April 2020.

Fee for service contract, January 6 to April 30, 2020. Up to 35 hours per week at \$40/hr for 16 weeks. Possibility of extension.

Under the general direction of the organizing committee for the Women's Economic Justice Summit, reporting to a delegate of the Ontario Equal Pay Coalition, and working with another organizer and communications coordinator, the Summit Organizer will:

- Conduct outreach and promotion for the conference
- Build participation in the summit from identified organizations, regions and communities
- Liaise with speakers, facilitators, and venue personnel
- Solicit sponsorships for the summit in collaboration with coalition members
- Organize and support webinars and regional preparatory meetings with coalition partners
- Organize the details of the conference
- Provide assistance to conference participants to enable their attendance
- Oversee the finances and administration of the conference, including setting up the systems for these functions
- Run conference registration and events
- Do summit follow-up.

Qualifications:

- Experience working with women's and/or other social advocacy groups on issues of economic justice
- Proven ability to work successfully with diverse communities
- Experience in event organizing
- Familiarity with participatory models of education
- Ability to work in French an asset

Preference will be given to applicants who are members of equity-seeking groups. Preference will be given to individuals with a demonstrated commitment to achieving the objectives of women's economic justice.

Please send a résumé and cover letter to equalpaycoalition@gmail.com by January 3.

Only those applicants selected for an interview will be contacted.

For more information see the web sites of the Ontario Equal Pay Coalition

<http://equalpaycoalition.org/> and the Canadian Research Institute for the Advancement of Women

<https://www.criaw-icref.ca/en/>