



**INVESTING IN WOMEN'S FUTURE  
PROGRAM COORDINATOR  
(1 year Contract Position)**

**JOB DESCRIPTION**

The Native Women's Resource Centre of Toronto (NWRCT), Investing in Women's Futures Program, assists Indigenous women in building their economic independence through direct service and referrals pertaining to employment/education/training, developing goals, small business supports and offering one-on-one supports, group workshops, and culturally relevant programming.

As part of the NWRCT team the IWF Coordinator will provide strategies and workshops to prevent violence against women and promote women's economic independence by helping women develop skills and abilities that will reduce their vulnerability to poverty and abuse.

**QUALIFICATIONS**

- Post-secondary diploma/degree in community wellness or related field, with a minimum of three (3) years' work experience in advocacy or community engagement, or the equivalent
- Excellent written and verbal communication skills
- Excellent facilitation and public speaking skills
- Experience working with Indigenous Peoples and Communities
- Knowledge of Indigenous cultures, traditions, and family dynamics
- Knowledge of and established relationships with other service providers, ability to network and create/maintain these relationships
- Strong organizational and time management skills with an ability to plan ahead define measurable objectives, outcomes and meet timelines
- Working knowledge of MS Office, internet, and general office equipment
- Current Police Record Check and Vulnerable Sector Screening are required
- First Aid and CPR certifications

**RESPONSIBILITIES**

- Process in-house client intake assessments and determine appropriate referrals
- Process an individual needs assessment and action plan for each client to determine their employment, training, education, and empowerment goals

- Work with clients one-on-one to assist with defining their goals and track their on-going progress
- Assist with employment/self-employment supports for resume writing, interview preparation, participation letters, applications, access to the Dress for Success program, navigation of systems of service, etc.
- Ensure IWF Information and Bulletin Board is updated frequently and information is reflected on social media and the website
- Coordinate, facilitate, promote and advertise daily, weekly, monthly, quarterly, and annual program activities and workshops as well as ensure room readiness and tidiness before and/or after each program activity/workshop
- Implement and connect culturally based activities by positively promoting Aboriginal healing and wellness, e.g. drumming, Sisters in Spirit, anger management, essential life skills workshops, etc.
- Network and maintain a database of contacts with surrounding employment, health and social service agencies
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Support and work towards the overall aims and objectives of the NWRCT
- Empower women to articulate their needs and goals and to advocate for themselves
- Ability to work as a team and within the organization framework including staff meetings, professional development opportunities, team building, and self-care
- Carry out other duties which may be necessary from time to time as required
- Other center duties as requested

### **ADMINISTRATIVE DUTIES**

- Complete reports monthly, quarterly, and annually, e.g. client files, programming statistics, and monthly work plan, and submit on or before due date
- Maintain accurate current client listing, case notes, program participation statistics, and client files
- Effectively organize and update the calendar of events
- Assist with program budget expenditures, coordinate and prepare necessary paperwork with adequacy and reasonability
- Assist with other program workshop preparation and monitoring, as required

### **STANDARDS OF PERFORMANCE**

- Adhere to policies, procedures and best practices as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

*The IWF Coordinator will be directly accountable to the Program Manager or designate for the proper completion of the functions outlined in the job description*

**Please provide a cover letter and resume to Daniela Arango at [ed.admin@nwrct.ca](mailto:ed.admin@nwrct.ca) By noon on September 21<sup>st</sup> 2018**

Due to the nature of the organization's culturally based social services, NWRCT encourages applications from Indigenous women (Section 24 (1) (a), Special Employment, Ontario Human Rights Code).