



## Job Posting

### **Centre for Women & Trans People at University of Toronto Coordinator, Volunteer Management and Peer Support**

The Centre for Women & Trans People (CWTP) at the University of Toronto is committed to providing a safe, harassment-free, drop-in space for all women and trans people on campus as well as in the community. The Centre is a student-funded, volunteer driven, non-profit campus and community organization governed by our Collective. The Centre provides support, referrals, resources and advocacy on issues of poverty, food security, health, violence, racism, homophobia, transphobia, sexism, cissexism, classism, ableism, ageism and more through our programs, events and workshops. The Centre is dedicated to creating an anti-oppressive environment and promoting space for community organizing and the sharing of life experiences. The Centre's programming is designed based on the needs and interests of the people we serve. The Centre welcomes ideas for building solidarity and a strong sense of community both on campus and in the wider community.

The role of the staff at The Centre is to provide continuity and stability within a continually changing environment. The Centre staff carries out responsibilities that maintain the integrity of the organization, supports students and community members through peer support, workshops and training as well as referrals, assists with volunteer development and provides connections to the community.

This position will be unionized.

**Application Deadline:** Sunday, January 13, 2019 by 11:59 p.m. EST

**Position Status:** Full-Time Permanent, 30 Hours per week

**Hours of Operation:** Monday to Thursday, 11 a.m. to 6 p.m.;  
some evenings and weekends

**Starting Salary:** \$23 per hour + benefits + vacation

**Start Date:** As soon as possible

### **Qualifications and Essential Skills:**

- Life or work experience in frontline, grassroots and community social justice organizing
- Strong interpersonal, oral and written communication skills
- Critical thinking and problem solving skills
- Analytical and logistical skills with regards to evaluating programming
- Ability to be self-directed, and work well both independently and in groups
- Ability to prioritize and manage multiple demands and projects
- Experience and commitment to working with and supporting BIPOC (Black, Indigenous and people of colour), women, trans, Two-Spirit, gender non-binary and non-conforming people and communities
- Intersectional knowledge and understanding of issues of; sexism, misogyny, racism, cissexism, transphobia, heterosexism, homophobia, biphobia, xenophobia, ageism, ableism, classism, White supremacy, anti-Black racism, colonialism, and settler colonialism
- Understanding of and experience working within an anti-oppression framework
- Excellent group facilitation skills
- Experience developing workshops and trainings
- Experience in events and campaign coordination
- Supervisory, volunteer and staff management experience
- Experience with peer support and advocacy

### **Other Desired Skills:**

- Experience with or knowledge of anti-oppressive de-escalation and conflict resolution techniques
- Excellent computer skills; knowledge of Microsoft Office and Google Suite

- Knowledge of and connections with Toronto social service agencies
- Experience working in a collective setting
- Knowledge of community/campus issues
- Knowledge of sexual health issues
- Knowledge of libraries and library systems

## **Responsibilities:**

### **Volunteer Program**

- Recruitment, orientation, training and supervision of new volunteers; maintain volunteer database
- Implement, maintain and evaluate Volunteer Program
- Coordinate volunteer recognition & appreciation events

### **Peer Support Program**

- Provide peer support, advocacy, case management, referrals, and follow up for students and community members
- Training and management of Peer Support volunteers and Work Study students
- Implement, maintain and evaluate Peer Support Program
- Ensure The Centre is stocked with relevant resource materials such as sexual health materials

### **Programming Coordination**

- Coordinate events, programs, workshops and advocacy campaigns, including skill training and education programming to support their implementation
- Support and develop new programs and event proposals and initiatives with Collective and volunteers

### **Collective Support**

- Assist The Collective in logistics with scheduling and preparing for

### Collective meetings

- Follow-up on decisions made in Collective meetings
- Support the Collective in orientation of new Collective members
- Support the Collective in developing their skills in consensus and effective meeting procedures throughout the year

### **General Duties**

- Maintain office hours and attend Collective meetings
- Maintain room bookings and act as a liaison with outside groups who use the space
- Hire and supervise part-time staff including student positions
- Participate in training initiatives that are relevant to your duties at The Centre
- Ensure the general upkeep and cleanliness of The Centre
- Support the Financial Administration and Communications Coordinator and other Centre Staff as needed

### **How to Apply:**

The Centre for Women and Trans People at U of T practices equity hiring and believes that those on the margins are often in better positions to understand and address how systems of oppression and privilege work and are maintained.

Lived experience is equally if not more valuable than academic and professional experience, and The Centre welcomes and strongly encourages people from marginalized communities and intersecting identities to apply. This includes Indigenous and Two-Spirit people, Black people, racialized/people of colour, poor and working class people and those on social assistance, Muslims, Jewish people of colour, women, femmes, gay, lesbian, bisexual, asexual, and queer people, transgender, transsexual, intersex, genderqueer, non-binary, and non-conforming people, current and/or former sex workers, single parents,

members of ethnic minorities, immigrants, disabled/mad identified people, and people from non-academic backgrounds.

We encourage applicants to describe the contributions and experiences they would bring to The Centre in their application and to self identify if they feel comfortable to do so. We commit to maintaining the privacy of those who self identify and will ensure that all information is kept confidential.

## **Application Requirements:**

- **A resume** (written or \*alternate format)
- **A cover** (written letter or alternate format). Please tell us about:
  - The main skills and experiences (including paid, unpaid, and lived experience) that you intend to bring to this position?
  - How would you bring an intersectional BIPOC (Black, Indigenous, People of Colour) & 2SQTNB (Two Spirit, Queer, Trans, Non-Binary) affirming approach to this position?

### **Length guidelines:**

Resume: 1 - 2 pages written or 7 minutes audio or video.

Cover letter: 1 - 2 pages written or 7 minutes audio or video.

## **How To Submit Your Application:**

***Please choose one.***

### **By Mail**

The Centre for Women & Trans People at U of T  
c/o Hiring Committee  
563 Spadina Ave., Room 100  
North Borden Building

Toronto ON M5S 2J7

**By Fax**

(416) 978-1078

**By Email**

[cwtp.hiring@gmail.com](mailto:cwtp.hiring@gmail.com)

**In-Person**

By appointment. Please contact [cwtp.hiring@gmail.com](mailto:cwtp.hiring@gmail.com) to arrange a time/date for drop-off.

**\*Alternate Formats**

We encourage folks to apply in whatever medium works best for them. This could include via audio or video instead of a traditional written document.

For example, you may create a private YouTube or Vimeo video (that can only be seen by people who have a link), email us an audio clip (in MP3 format), or a video (in MP4, WAV, or MOV formats), or you may upload your file to Google Drive or Dropbox, and share a link we can view.

**If you would really like to apply but require additional time, or if this application poses an obstacle in any way, we encourage you to get in touch with the hiring committee at [cwtp.hiring@gmail.com](mailto:cwtp.hiring@gmail.com) before the application deadline of Sunday, January 13, 2019 at 11:59 PM EST.**