

Coordinator, Financial Administration and Communications

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 Coordinators is to provide continuity and stability within a continually changing environment. The Coordinators carry out responsibilities that maintain the integrity of the organization, support students and community members through peer support, workshops and training as well as referrals, assist with volunteer development and provide connections to the community.

This position will be unionized.

Application Deadline: Saturday April 27, 2019 by 11:59 p.m. EST
Hiring will occur on a rolling basis

Position Status: Full-Time, 30 Hours per week

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

Starting Salary: \$23.00 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
- Analytical and organizational skills, attention to detail and accuracy
- Critical thinking and problem solving skills
- Ability to be self-directed, and work well both independently and in groups
- Ability to prioritize and manage multiple demands
- 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
- Supervisory and staff management skills
- Experience in financial management, budgeting and bookkeeping (relevant on the job training will be provided)
- Experience in fundraising and grant writing
- Experience in outreach, coalition building, media and communications
- Experience in social media, email, and newsletter promotion
- Experience in graphic design and creating promotional materials including posters
- Experience with website maintenance (relevant on the job training will be provided)

Other Desired Skills:

- Experience with or knowledge of anti-oppressive de-escalation and conflict resolution techniques
- Experience working in a collective setting
- Excellent computer skills; computer networking skills and knowledge of Microsoft Office and Google Suite
- Experience with QuickBooks an asset, including reconciliation of bank statements
- Knowledge of general accounting concepts an asset
- Experience with policy and policy development
- Knowledge of community/campus issues
- Knowledge of sexual health issues

Responsibilities:

Financial Management

- Design and update budget to present to Collective and funders
- Bookkeeping, Banking, preparing for The Centre's annual audit Payroll and Purchasing for The Centre
- CRA correspondences and remittances
- Coordinate fundraising initiatives as needed (for example finding and writing grant applications)

Outreach and Communications

- Act as a liaison between neighbouring gender equity centres, campus and community groups, U of T Administration and Student Unions, and allied organizations
- Represent The Centre at various meetings and coalitions; respond to media inquiries
- Maintain website, social media, bulletin boards, displays and tables
- Compile and send out email newsletter
- Correspondence (email and phone)
- Design promotional materials, annual report, press releases and other printed material

- Conduct general outreach for The Centre

Collective Support

- Assist The Collective 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
- Manage room bookings and act as a liaison with outside groups who use the space
- Liaise with campus and community groups, U of T Administration and Student Unions (e.g. UTSU, GSU, Part-time Students Association)
- 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 Volunteer and Peer Support 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 or more valuable than 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

In-Person

By appointment. Please contact 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 before the application deadline of Saturday, April 27, 2019 at 11:59 PM EST.

Please note that hiring will occur on a rolling basis.