



YWCA
CANADA

NATIONAL ADVOCACY.
COMMUNITY ACTION.
UNE VOIX NATIONALE.
DES ACTIONS LOCALES.

YWCA Canada
104 Edward Street, 1st Floor,
Toronto, ON M5G 0A7
T | 647.773.9737
www.ywcacanada.ca

JOB POSTING: PROJECT COORDINATOR

Position type: 6-month contract, with the possibility of extension

Full-time: 35 hours

Location: Toronto (Hybrid) or Anywhere in Canada (Remote)

Years of experience: 2 years

Salary Range: \$22.00-\$24.00/hour

POSITION SUMMARY

YWCA Canada is seeking a Project Coordinator to support our mission impact projects and initiatives. The Project Coordinator is responsible for supporting internal communications through the design and production of newsletters, promotional materials. This position reports to the Director of Member Services and Development and works collaboratively with other staff on the team.

KEY RESPONSIBILITIES

Project Coordination (60%)

- Assist in the management of projects and events including event planning, speaker coordination, logistics and travel bookings.
- Provide technical support and host online staff sector network meetings, community of practice workshops and training sessions.
- Coordinate the production and distribution of project materials and information to project partners for multiple projects at a time.
- Support projects with research and online consultations, facilitating meetings, notetaking, and developing reports.
- Support YWCA Member Associations in reaching project deliverables.
- Research best practices, community engagement opportunities, innovative project ideas, and other project resources to support project delivery.
- Provide administrative and travel booking support for annual meetings.
- Other coordination tasks as needed.

Communications & Outreach (40%)

- Ensuring brand standards, design and create digital content and print material for projects.
- Coordinate and support development and dissemination of internal communications including newsletters, reports, event collateral, website copy and social media content.
- Update and maintain organizational and project stakeholder databases.
- Conduct analytics social media tracking for annual and project reports.

EDUCATION, EXPERIENCE, SKILLS, AND CHARACTERISTICS

- Bachelor's degree, diploma or certificate in relevant discipline.
- A minimum of 2 years of experience in project coordination, communications or administration, not-for-profit environment preferred.



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- Demonstrated skill in using email marketing and other software (Constant Contact, MailChimp etc).
- Demonstrated skill in basic graphic design (Canva, Adobe Suite)
- Demonstrated skill in tracking and reporting web and social media metrics (Google Analytics, Hoot Suite, etc.)
- Group facilitation or adult education experience.
- Excellent written and verbal communication skills.
- Strong ability to be detail-oriented, resourceful, analytical, and to be proactive when issues arise.

The successful candidate will be committed to working from an anti-oppression, feminist perspective. We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply. Please submit your resumé and cover letter quoting posting YWCA –Project Coordinator to careers@ywcacanada.ca by Friday, February 17, 2023.

We thank all candidates for applying, only those applicant's moving forward in the recruitment process will be contacted.