

National Coordinator, Membership Engagement

Title: National Coordinator, Membership Engagement

Reports to: National Senior Manager, Membership Engagement

Salary Range: Hiring range \$51,000 - \$58,000 annually commensurate with experience and skills

Position type: Full-Time/1-year contract (with the strong possibility of extension)

Location: Toronto/GTA preferred – Hybrid Flexible

Open: October 14, 2025

Closing: October 29, 2025

Expected start date: January 6, 2026 - this is our ideal date, we are flexible!

Are you passionate about building community and creating meaningful connections? Join YWCA Canada's Membership Engagement team and play a key role in shaping how we communicate with and support our national network of Member Associations. In this dynamic role, you'll lead the creation of bilingual communications materials, support vibrant member committees, and help bring to life our two flagship events: the Annual Members' Meeting (AMM) and the CEO/ED Gathering, the most impactful convenings of our movement. You'll collaborate across departments, engage directly with member organizations, and help foster a stronger, more united federation through storytelling, coordination, and strategic engagement.

Apply Today! We look forward to learning more about you and what skillsets and experience you could bring to this position with the YWCA Canada.

About Us:

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people. For 150 years, we've been at the forefront of a movement: to end gender-based violence, build affordable housing and advocate for workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives.

Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all.

Position Summary

Reporting to the National Senior Manager, Membership Engagement, you will lead the creation of bilingual communications and materials that connect and inspire YWCA

Canada's Member Associations. You'll support key membership committees and play a central role in coordinating our two flagship events: the Annual Members' Meeting and the CEO/ED Gathering, which are vital convenings for the national movement. This role offers the opportunity to collaborate across departments, engage directly with member organizations, and help shape how we communicate, convene, and build connection across the federation.

KEY RESPONSIBILITIES:

Communications & Engagement

- Craft engaging content, in both English and French, and visuals for newsletters, reports, videos, and event materials that reflect YWCA Canada's brand and mission.
- Keep membership communications updated and relevant across platforms, including the intranet and Resource Hub.
- Maintain and update membership databases to support smooth communication and outreach.
- Analyze communication performance and suggest improvements to boost engagement.
- Collaborate with the Communications team to prepare speaking notes, slide decks, and other materials for CEO-led member engagement.

Project Coordination and Committee Support

- Coordinate and support member committees and meetings, by organizing meetings, preparing materials, taking minutes and helping advance key initiatives.
- Support in planning and executing membership events, including speaker outreach, logistics, travel arrangements, calls for bursary application, recognition awards, registration and promotional efforts.
- Support the delivery of projects by creating resources, liaising with stakeholders, and managing timelines.
- Host and provide tech support for virtual meetings, communities of practice, and training sessions.
- Contribute to consultations, research, and reporting that inform membership initiatives throughout the year.
- Translate membership-related content as needed to ensure accessibility across the federation.
- Provide administrative support for travel, event coordination, and other team initiatives.

ABOUT YOU:

- 2+ years of experience in project coordination, event coordination and/or communications, not-for-profit environment preferred.
- Excellent written and verbal communication skills in English and French.
- Demonstrated skill in using email marketing and other software
- Demonstrated skill in basic graphic design (In-Design, Adobe Suite, Canva, and/or other graphic design platforms)
- Experience in tracking and reporting digital engagement metrics
- Group facilitation or adult education experience is an asset.
- Knowledge of CMS platforms (WordPress) is an asset.
- Proficiency in MS tools is an asset.
- Detail-oriented, resourceful, analytical, and proactive.

Working at YWCA Canada

YWCA Canada is committed to creating an inclusive and equitable workplace. We encourage applications from Black, Indigenous, and racialized people, 2SLGBTQIA+ individuals, people with disabilities, and others with lived experience of marginalization.

Why work with us

- **Impactful Work:** Join a team dedicated to advancing equity and creating meaningful change for women, girls, Two-Spirit, and gender-diverse people across Canada.
- **Inclusive Culture:** We celebrate diversity and foster a workplace where unique perspectives and lived experiences are valued and respected.
- **Equitable pay:** We offer a competitive salary that reflects your skills, experience, and contributions.
- **Great Benefits:** Enjoy benefits that prioritize your well-being and work-life balance:
 - **Health Benefits:** Full benefits from day one for you and your dependents, which include gender-affirming care, and a supplemental \$2,000/year healthcare spending account, and telehealth.
 - **Mental Health Support:** Access to mental health professionals, an Employee Assistance Program, and Noojimo, which offers mental health services to Indigenous staff.
 - **Time Off:** 4 weeks of vacation per year, which increase after 3 years of service (to a maximum of 8 weeks), and 18 Wellness and Emergency days
 - **Holiday Closure and Summer Friday:** Summer Fridays in July and August and a 1-week office closure between Christmas and New Year.
 - **Employer Matching Pension Plan:** 5% employer-matching pension after 3 months.

- **WFH Stipend:** Internet and phone stipend, and a one-time WFH setup stipend to support your remote or hybrid work.
- **Parental leave top-up:** Up to 90% top-up for 15 weeks of maternity leave and 35 weeks of parental leave.
- **Flexibility:** We understand the importance of flexibility in today's fast-paced world. That's why we offer flexible work arrangements to accommodate your needs and preferences. Whether you prefer to work remotely or at the office or have some flexibility during your workday.

Application & Interview Process:

- Submit your resume on Humi and answer a few questions. Please note only applications via Humi will be considered, unless related to an accommodation request.
- 30-minute call with HR (for selected candidates): A call over Teams to discuss your background, YWCA Canada, the role and answer some of your initial questions.
- 60-minute interview with 3 members of the team: Depending on where you are located, this might be in-person in our Toronto office, or over a video call.
- Take-home assignment: We ask candidates to complete a project at this stage. It should not take more than 2 hours to complete, and you will be compensated.
- Reference Check: We want to learn more about your teamwork and collaboration, so we would like to contact a few individuals you have worked with in the past. Be ready to provide us with 2-3 professional references, including 1 supervisor.
- Offer

At every step of the process, we like to let candidates know if they will be moving forward or not. Candidates in the first step of the process should expect a response within 3 weeks. Candidates in the following steps, can expect a reply within 2 weeks.

Some final things to note:

The successful candidate will be committed to working from an anti-oppression, feminist perspective.

To uphold our commitment to equity and fairness, we have implemented a non-negotiation policy for salaries and benefits. Negotiating compensation can perpetuate inequalities and biases, leading to disparities in pay based on negotiation skills or personal circumstances. By eliminating negotiation, we ensure that all employees are treated with equity and have access to the same opportunities for compensation.

Our office is located in downtown Toronto. While we are remote/flexible, and the team can work remote often, we have quarterly in-person meetings, and this role is required to be in the office during the weeks leading up to our flagship events. Travel is expected 4-5 times per year within Canada.

If you think you don't have all the requirements, you are passionate about the YWCA mission and think this is the right role for you, we want to hear from you! 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.

Accommodations

YWCA Canada is an equal opportunity employer committed to providing a workplace free from harassment and discrimination. We value diversity and inclusion and are committed to creating an inclusive and welcoming environment for all.

If you require accommodation at any stage of the application or interview process, or want more information on our accommodation policies, please contact HR at careers@ywcacanada.ca. We will work with you to meet your needs in a timely manner.