



# Elspeth Heyworth Centre for Women

Head Office 2350 Finch Ave. West, Unit D, Toronto, ON M9M 2C7 | Phone 416.663.2978 | Fax 416.479.0898 | www.ehcw.ca

## Job Posting: Women's Program Coordinator

### About us:

Elspeth Heyworth Centre for Women is committed to empowering immigrant and newcomer women, seniors and families, to enjoy all the rights and benefits of living in Canada through services focused on promoting healthy families, community relationships, and economic self-sufficiency.

### What we are looking for:

We are seeking an experienced individual to join our team to coordinate our Women's Program. In partnership with the Toronto Police 31 Division, the coordinator will work towards bridging the gaps in community services for young girls and women by developing and delivering of workshops on gender-based violence. The coordinator will also assist with identifying and profiling community support systems that are available in the South Asian and Afro-Caribbean Community.

### Tasks and responsibilities:

- Provide information, orientation, support counseling, resources to girls and women facing domestic abuse, intimate partner, or gender-based violence.
- Support a diversity of clients by providing information and resources that respond to clients' needs appropriately.
- Conduct client intake and needs assessment to identify client needs, responding appropriately to vulnerable clients and follow up by giving them assistance, support or referral services.
- Prepare database of clients to monitor program activities and provide resources to clients on phone and in person to ensure their needs are met.
- Design outreach materials and conduct outreach to youth centers, women shelter, public libraries and relevant organizations and associations in the neighbourhood to gather 50 young girls.
- Coordinating with speakers and facilitators to conduct life skills and abuse prevention workshops.
- Maintain contacts and build working relationships with community partners.
- Maintain all resource materials necessary for effective delivery of services.
- Adhere to all policies and procedures of the Centre.
- Work with Executive Director to ensure the program is delivered within budget and timing constraints and to complete program reporting requirements.

### Required qualifications:

- Bachelor's degree in Social Sciences, Social Work, or a related field.
- Must have a strong knowledge of the non-profit sector.
- Must be able to work effectively in a multicultural environment in collaboration with a diverse range of staff members.
- Problem solver that works independently and part of a team to deliver services.



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- Strong verbal/written communication in English.
- Must be able to complete assigned tasks within the required deadlines.
- In addition to English, fluency in an additional language(s) is an asset.

**Job Type:** One-year contract

Qualified candidates, please send your resume and cover letter to [shirin@ehcw.ca](mailto:shirin@ehcw.ca) before September 15, 2018