

JOB POSTING

Co-coordinator

Mandates: welcoming, integration, training and human resources

The Haut-Saint-François Women Center La Passerelle is looking for a co-coordinator who's mandates are to welcome, integrate, train and to manage human resources. The main goal is to facilitate the reception and integration of newcomers at the center (participant, worker, intern, board member, volunteer) as well as being responsible for the wellbeing of human resources. Through training the person facilitates a collective understanding of the values, approaches and politics to foster cohesion and engagement towards the center and its mission.

The women center is an autonomous feminist community organization that works to improve living conditions. It employs 4 workers as co-coordinators. The women centre is a living environment open to all and a place of learning. It actively fights against prejudices, whether they are based on gender, origin, sexual orientation, social status, handicaps, etc. This work is done from a feminist, intersectional and social justice perspective.

We believe that our work is enriched by the diverse backgrounds, experiences and knowledge of the people involved in all the center's activities. Therefore, we prioritize applications from Aboriginal people, LGBTQIA2S+ people, individuals from immigrant and ethno-cultural communities, and people living with a disability. Applications may reflect more than one of these identities in order to strengthen and nuance their experience. We invite you to mention this in your cover letter.

Job Description:

- ★ Update, communicate, and maintain the center's welcoming procedure
- ★ Develop training content and tools to foster and support a common understanding of the center's values, approaches and policies
- ★ Ensure the coordination of new and ongoing training
- ★ Ensure regular team meetings and related documentation
- ★ Follow up on the annual calendar and ensure that it is discussed at team meetings
- ★ Develop and/or adapt and implement collaborative work tools
- ★ Ensure the management of group insurance and retirement benefits for workers
- ★ Ensure the respect and application of the work policy
- ★ Ensure the implementation of the selection committee and the various evaluations
- ★ Coordinate the hiring, training and supervision of interns
- ★ Participate actively in the democratic and associative life of the center

- ★ Participate in the organizational management of the center: meetings, committees, lac à l'épaule, programming content, grant applications, etc.
- ★ Participate in all common tasks: animation, support and intervention, presence in the living environment, representation in various consultation tables, etc.

Skills and Abilities:

- Be feminist, supportive of the center's values, and committed to the well-being of the team
- Demonstrate a strong interest in working to improve the lives of women, cis and trans, non-binary and identity questioning people and advocating for their rights
- Possess relevant training and/or significant experience in group facilitation and intervention
- Good knowledge of the autonomous community organization environment, systems of oppression and their impacts
- Have strong listening skills, non-judgmental, empathetic and authentic
- Good communication skills, ability to adapt and popularize information
- Demonstrate dynamism, leadership, autonomy, initiative and creativity
- Have a strong interest in feminist co-management
- Good adaptability, organization and time management skills
- Be proficient with computer tools (Google drive, Suite office, social networks, video conferencing)
- Bilingual (French/English)

Ideal start date: January 17, 2022

Salary: \$29.66/hour

Benefits: work-family balance, flexible hours, retirement allowance, group insurance and social leave

Permanent position of 32 hours/week from Monday to Thursday (daytime and some evenings)

We know that individuals will not have all the qualities and skills required, but we strongly encourage you to apply if you identify with this position and believe that you can bring something unique to the center. We recognize non-traditional experience and volunteer involvement.

If you are interested in this position, **please send your resume and a letter that answers the following questions:**

1) what is feminism to you?

2) what experience and/or skills qualify you for this position?

3) why would you want to work for the center?

Interested individuals should submit a cover letter and resume by noon on November 25, 2021 (interviews will be held the week of December 6).

By email: info@cdfpasserelle.org

Subject: "Selection Committee"

Thank you for your time in submitting your application!