



140 ISLINGTON AVENUE  
ETOBICOKE, ON M8V 3B6  
TELEPHONE 416 252 7949  
FAX 416 252 1520

[www.womens-habitat.ca](http://www.womens-habitat.ca)

## **Women's Habitat of Etobicoke**

### **Community Relations Coordinator**

#### **Permanent Part-Time position –14 hours per week**

**Job Summary:** Women's Habitat provides shelter and services to women and their dependents who are survivors of violence and abuse. Our 25 bed emergency shelter has been in operation since 1978. An Outreach Centre was added in 2006 to provide services to women and children in the community.

The Community Relations Coordinator will work with the local and broader community to recruit, coordinate and support volunteer groups and maintain a pool of volunteers who meet the specific needs of Women's Habitat. They will also assist in various fundraising initiatives.

#### **Responsibilities:**

- Assist in the development and execute a plan of action for the volunteer program to meet the agency's strategic goals.
  - Manage volunteer recruitment cycle, including recruitment, training, interviewing, screening and orientation.
  - Design and update volunteer job descriptions.
  - Develop and distribute volunteer application packages.
  - Maintain up to date, accurate volunteer records.
  - Maintain up to date statistics regarding the volunteer program.
  - Communicate regularly with volunteers through email, phone and in person.
  - Develop and execute volunteer appreciation initiatives and events.
  - Develop and execute an evaluation strategy for the volunteer program.
  - Develop and execute a matching gift programs for corporate volunteers.
  - Coordinate group volunteer requests. Identify revenue opportunities through volunteer management and community engagement activities.
  - Nurture relationships with in-kind donors and process all in kind donations.
  - Attend staff meetings as required
-



140 ISLINGTON AVENUE  
ETOBICOKE, ON M8V 3B6  
TELEPHONE 416 252 7949  
FAX 416 252 1520

[www.womens-habitat.ca](http://www.womens-habitat.ca)

- Assist and support the Resource Manager in planning and executing fundraising events.
- Some evening and weekend work required

### **Core Competencies:**

Each employee will adhere to, and reflect in all areas of her work, the policies, procedures, mission and values of Women's Habitat. Therefore each employee will have the following competencies:

1. Ensure that the Health and Safety guidelines are followed in accordance with the policies and procedures of the agency.
  2. Ensure appropriate notification of child abuse as required by the Child and Family Services Act.
  3. Adhere to and abide by Women's Habitat's harm reduction philosophy.
  4. Ability to conduct trauma informed work in dealing with agency clients.
  5. Understand and adhere to the Ontario Human Rights Code at all times and in all aspects of her work.
  6. Understand and implement anti-oppression and equity principles in all aspects of her work.
  7. Ability to respond to a crisis in ways appropriate to ones role at Women's Habitat.
  8. Demonstrate willingness and the necessary skills to attend to conflict and tension with colleagues and non-client stakeholders.
  9. Engage in constructive communication with peers, staff, clients, volunteers and other stakeholders, share information in an appropriate and timely manner and adhere to the agency's confidentiality agreement.
  10. Ability to critically examine how she carries out her role and takes responsibility for the impact of her behaviors on others.
  11. Demonstrate a commitment to continuous learning in order to ensure the delivery of high quality service.
  12. Has the ability to work collaboratively as part of an effective team to best meet the evolving needs of clients and advocate on their behalf.
-



140 ISLINGTON AVENUE  
ETOBICOKE, ON M8V 3B6  
TELEPHONE 416 252 7949  
FAX 416 252 1520

[www.womens-habitat.ca](http://www.womens-habitat.ca)

**Qualifications:**

- 2 years of directly related work experience or post-secondary diploma in Volunteer Management.
- Commitment to working cooperatively in a community-based setting as part of an inter-disciplinary team of staff, students and volunteers.
- Ability to multi-task in a complex and demanding environment
- Excellent interpersonal skills
- Strong computer skills, specifically knowledge of Windows programs such as (Microsoft Office Word, Excel, Power Point, Email, Internet and database)
- Working knowledge of Raiser's Edge including the volunteer module
- Ability to lift and carry varying loads (in-kind donations including food, gifts, toys, promotional material, housewares, clothing etc., as required).
  
- Knowledge of impact of violence against women and children.
- Experience working within a feminist / anti-oppression framework
- Second Language is an asset.

Women's Habitat is unionized through CUPE Local 3877 and this position is within the bargaining unit.

To apply for this position please forward resume and cover letter to [resume@womens-habitat.ca](mailto:resume@womens-habitat.ca)

**Deadline for Applications: Tuesday June 26, 2018 5:00 pm**

*Women's Habitat is committed to the development of a staff team that reflects the diversity of the communities we serve. Applications from Aboriginal Women, Women of Colour, Lesbian, Bi-sexual and Trans-identified women are strongly encouraged.*

*Our agency is in compliance with AODA standards, please contact Human Resources Manager Sojie Tate at 416-252-7949 Ext 244 TTY: 416-252-0361 or [state@womens-habitat.ca](mailto:state@womens-habitat.ca) if you require accommodation.*

---