



POSITION AND CANDIDATE SPECIFICATION

Position: Project Coordinator, *Girls on Boards*

Hours: Part-time (20 hours per week)

Contract type: 1 year contract, with possibility of extension based on performance

Hours: Either 2.5 days/week *or* 4 half days/week

Start date: As soon as possible or by March 2018

Location: Toronto, Ontario – Office located at the Centre for Social Innovation, 215 Spadina Avenue

Closing date: Sunday, January 28th at 11:59 pm EST

Salary: \$18/hour + \$50/month stipend for phone plan

Application method: Cover letter and resume. See instructions on page 4

ABOUT G(IRLS)20

G(irls)20 is a Canadian-based, globally active not-for-profit with a focus on cultivating a new generation of female leadership through education and training, access to opportunities, and fostering inclusive networks. The organization places a great deal of effort in closing the gap between education and opportunity and features two flagship programs to enhance the skills and opportunities for girls and women in Canada and around the world.

GIRLS ON BOARDS Young women (18-25), who graduate from *Bootcamp For Brains* or are high potential leaders will complete the *DiverseCity Online* program at Ryerson University's Global Diversity Exchange. They will then be assessed and placed on community volunteer boards. This program is designed to enhance the leadership of community boards to include trained and supported young women.

ANNUAL GLOBAL SUMMIT Held in advance of the G20 Leaders' meeting, the summit provides a unique opportunity for young female delegates from 20+ countries to make recommendations to G20 Leaders on how to increase female labour force participation and in doing so, increase a country's GDP. All delegates receive training from local and global experts and return home to launch a social profit program or initiative in their own backyard.

WORKING AT G(IRLS)20

We're a small and collaborative team committed to creating opportunities for all girls and women to get a seat at the table and have their voices heard, whether it be in business, politics, or social change, through high

quality programming and program delivery. As an organization, we are working toward making stronger connections to an intersectional and LGBTQ2S+ feminist movement and evolve our programming and staffing in this direction. We work out of the Centre for Social Innovation and offer flexibility around work hours and the occasional day working from home.

Position Summary:

The project coordinator will oversee the day-to-day operation and implementation of the Girls on Boards program. The individual in this position will work closely with the Senior Program Manager, as well as Communications, Fundraising, and the CEO to deliver a project that is efficient, empathetic and of excellent quality.

This position is an exciting and unique opportunity to join an organization that is internationally recognized and respected while making a lasting impact on women’s leadership in Canada and around the world for years to come.

The Project Coordinator’s responsibilities will include:

Girls on Boards Coordination:

- Develop and ensure smooth processes that allow *Girls on Boards* (GB) to run efficiently and ensuring all moving parts work together seamlessly
- Use Microsoft Office, Google Suite, and other project management tools to maintain clear and organized documentation and basic data management
- Serve as the liaison between G(irls)20 and GB participants (“Future Board Members”, coaches, board mentors), stakeholders, consultants, and vendors
- Coordinate a recruitment campaign for the next cohort of GB participants
- Provide support as needed to Future Board Members in their board placements, special projects, training, and mentoring.
- Take the lead on planning GB-related events, including: trainings, meet ups, and the annual 2-day Forum
- Coordinate travel and logistics for relevant stakeholders and participants, occasionally as needed
- Coordinate steering committees and volunteers to support on events and mini-projects, as they arise
- Serve as the first point of contact to troubleshoot day-to-day issues as they arise, whether logistical or interpersonal in nature

Collaboration with G(irls)20 colleagues:

- Assist in the preparation of interim reports for donors, G(irls)20 Board of Directors, Senior Program Manager & CEO, and others as they arise
- Assist in coordination of external communications, including: working with Communications Coordinator to develop Girls on Boards web and social media content; working with Fundraising Assistant to contribute newsletter content
- Support the Fundraising Assistant in the creation of materials to raise money from public, private, and/or individual donors
- Contribute strategically to the project by recording and reporting on your learnings, best practices and recommended iterations
- Contribute to the organizational workplan by thinking through GB’s timeline and workback plans.

This position is the right fit if you:

- Looking to launch your career in the non-profit, community service, or related fields
- Committed to fostering positive relationships with your colleagues as well as participants, stakeholders and donors
- Have a positive attitude and are energetic about the task at hand
- Are a team player who believes in an all-hands-on-deck attitude
- Open to learning new skills
- Ready to push yourself and grow professionally
- Willing to roll up your sleeves to do both the gritty and high-level work
- Are committed to feminist values with an understanding of how different women experience marginalization differently
- Have flexibility to work on tight and/or evolving timelines
- Are a creative and innovative thinker and solutions-oriented

The candidate should have:

- 1+ years in a relevant employment and/or 2+ years in a relevant volunteer role
- Sensitivity working with young women (ages 18-25) from a diversity of communities
- Ease fostering relationships with the business and non-profit communities alike
- Experience coordinating multiple stakeholders and the many moving parts of a project
- Comfort with social media and digital technologies
- Excellent written and oral communication skills
- Excellent attention to detail and commitment to working efficiently

Key Relationships

Reports to: Senior Program Manager

Other key relationships:

G(irls)20 colleagues and CEO
GB Future Board Members, Coaches, Boards members and Executive Directors
Consultants and vendors (including Monitoring and Evaluation Consultant, GBA+ Consultant, DiverseCity onBoard staff, etc.)
Prospective partners and donors

Contract details:

- 1 year, with possibility of extension based on performance
- Part time: 20 hours/week
- Salary: \$18/hour
- Additional: \$50/month stipend for phone plan and provision of a company laptop
- Vacation: 2 weeks (40 hours) paid
- Flexible work conditions

Application:

To apply, please forward your resume and a 1-page cover letter saved in a single pdf document titled “Last name, first name” in an email with the subject line: “GIRLS ON BOARDS PROJECT COORDINATOR” to applications.girlsonboards@gmail.com no later than Sunday, January 28th at 11:59pm EST.

G(irls)20 is committed to equitable representation and access. Candidates from Indigenous, racialized, LGBTQ2S+, and other marginalized communities are encouraged to self-identify in the cover letter.

In your 1-page cover letter, please touch on the following:

1. An experience you've had with a community organization, volunteer board, or mentor that you will bring to this role
2. An approach you would take to recruit Future Board Members from a marginalized community to join *Girls on Boards*

WE APPRECIATE ALL APPLICATIONS BUT ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.