



Malvern Family Resource Centre
90 Little's Road, Scarborough, ON M1B 5E2
☎(416) 284-4184 ★ Fax 416-293-1997
Website: www.mfrc.org ★ Email: mail@mfrc.org

Women's Program Assistant
JOB POSTING

Summary:

To support planning, implementation and coordination activities, programs and events for women (including newcomer women, women with disabilities, women at risk/experiencing intimate partner violence) in the community.

Responsibilities:

- Work as a team with program staff and volunteers to provide integrated programming opportunities for women and girls
- Work in co-operation with the Women's Program Coordinator to develop programming for women in the community
- Implement self-help, advocacy, leadership and skills-building programs for women and girls
- Develop, plan & implement programs and workshops for women
- Develop, plan, implement and evaluate outreach events in the community
- Assist with daily maintenance of Women's Place lounge including the updating of any resources
- Support women in the community to access housing supports in co-operation with the Housing Help Worker
- Assist with the preparation, setup and clean up before and after programs
- Assist in the intake and information/referral duties in supporting women and girls in the community
- Supervise women and girls in programming and ensure their safety during any activities
- Ensure overall agency and standard health and safety protocols are followed
- Ensure all relevant documentation/records are maintained and kept in secure location
- Initiate and maintain regular contact with program volunteers, clients and any advisory or community committee members
- Additional duties as required

Necessary Skills/Qualifications:

- Some post-secondary experience in Social Services/Social Work, Women's Studies or other relevant field or combination of experience and education
- Excellent interpersonal, verbal and written communication skills.
- Skills and experience working with a diverse clientele
- Demonstrated ability to work with women in a sensitive and supportive manner
- Excellent interpersonal skills and conflict resolution skills
- Commitment to anti-racism and non-discrimination practices.
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- Police reference check is required

Hours & Rate of Pay:

This position is 8 weeks beginning on July 3rd 2018 to August 24th 2018 at minimum wage for 30 hours per week. Candidates for this position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

Accountability:

Position will report to the Women's Program Coordinator

Closing Date: Tuesday May 15th 2018 5:00 pm - Please send resume and cover letter to ymquong@mfrc.org as one document with your name appearing 'First Name Last Name – Women's Program Assistant (CSJ)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please!

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



United Way
Toronto & York Region

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"