



♀ ST. JOHN'S WOMEN'S CENTRE ♀ SAFE HARBOUR OUTREACH PROJECT
📍 MARGUERITE'S PLACE 🍷 MANAGED ALCOHOL PROGRAM

170 Cashin Ave. Extension | St. John's, NL Canada A1E 3B6 | T. 709.753.0220 x223 | F. 709.753.3817 | www.sjwomenscentre.ca

Operational Assistant

The Organizational Assistant, with support from staff across the organization, is responsible for event organizing, communications support, tracking of supplies, and administration duties as assigned. This position includes work across the organization, with room for learning and growth in many skillsets. This position reports directly to the Executive Director.

The St. John's Status of Women Council/Women's Centre is a feminist organization that since 1972 is continually working to achieve equality and justice through political activism, community collaboration and the creation of a safe and inclusive space for all women and non-binary people in the St. John's area.

The SJSWC values the important perspectives that diversity brings, both in our organization and in our community; we are taking steps to ensure our hiring practices reflect that value. Our goal is to attract, develop, and retain skilled and strong volunteers and employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. In line with this, preference will be given to and applications are encouraged from women (transgender and cisgender) and non-binary people who are: Indigenous, Black, and people of colour, people who are differently abled in both visible and/or invisible ways, people with experiences in substance use, the sex trade, and people with experience in the criminal justice system.

If you require an accommodation at any stage of the recruitment and selection process, please let us know and we will do our very best to meet your needs.

Duties and Responsibilities:

Event Organization (60%)

- Manage fundraising events online
- Develop donation request and follow up with local businesses
- Manage Eventbrite sites, including payment and customer requests
- Other duties to support the success of events

Communications (20%)

- Support development of the newsletter
- Support development of social media content and various social media campaigns
- Engage in community outreach including supporting tabling at events as requested

Administrative Tasks (20%)

- Assist with administrative work within the program (ie. tracking expenses, stats etc.)
- Shopping for items required for programs as required
- Minute taking for various meetings and events

- Other duties as required

Qualifications:

- Experience in the community sector, including volunteer experience
- Experience in relationship building
- Demonstrated time management, communication (verbal and written), organizational and interpersonal skills required
- Demonstrated independence, critical thinking, and problem-solving skills involving innovation/creativity in solution development
- Proficient in Google Workspace, including contacts, forms, and calendar preferred

Hours of Work: This position can be taken on either a full time or part time basis, with the length of the contract being dependent on the option chosen.

Salary: \$17.30 / hour

The person employed in this position must be eligible to work in Canada and upon being offered the position must submit a certificate of conduct (police records check) – please note the certificate of conduct does not have to be clear and any existing records will be discussed confidentially.

Closing Date: Due to the urgent nature of this recruitment, applications will be reviewed and interviews will be conducted on a rolling basis. Applications will close on 31 August 2022, 4PM Newfoundland time.

Please email a cover letter and resume to: hireing@sjwomenscentre.ca