



## **Coordinator and Outreach Worker**

Full-time

### **MUJER Overview**

MUJER's mission is to promote the integral development of Latin American women in Ontario, with emphasis on their rights and freedoms. MUJER's ultimate goal is to enhance women's participation and to improve the opportunity, probability and sustainability of our full and equal participation in Canadian society in ways that advance our status and enhance our lives as Latin American women in Canada.

MUJER is seeking a full-time Coordinator and Outreach Worker to conduct different projects, including Youth Challenge Fund. MUJER has recognized a tremendous need to bring together Latina youth to both build on the opportunity to enhance natural leadership skills and to create conditions to prepare more youth.

### **JOB SUMMARY:**

This successful candidate will work with an Advisory Committee and will coordinate different projects. This position is reporting to MUJER's Executive Director

- Formation of a Working Group, composed by youth Latinas from previous trainings living or working in Jane and Finch Area.
- Coordinate all planning of Leadership Training for youth Latinas ages 14 to 17. Included School presentations and summer Camp.
- Co-facilitate the development of a "Manual" for Leadership Training in Human Rights & Gender Equality for Young Latinas" focus on: Gender Oppression and Human Rights.
- Organize a Conference in the Jane and Finch area for one hundred Latina youth (13-17): Encourage Latinas youth to participate in the planning and development of conference.
- To help in funding proposals for new projects.

### **Duties:**

- Coordination and implementation of projects
- Utilizes youth engagement, outreach and recruitment to identify participants and to develop and sustain a strong volunteer base
- Facilitates the delivery of programs, monitors and evaluates programs that are relevant and impact to youth
- Collaborates with the Steering Committee and other partners in the development of skills and capacities of youth involved in MUJER
- Develops and implements a comprehensive community consultation plan,
- Develops relationships with volunteers and students placement that foster inclusion, engagement and leadership
- Liaises and builds relationships with key stakeholders including funders, community organizations and establishes partnerships with other YCF funded initiatives.
- Excellent organization and communication skills.
- Strong computer skills, including MS Office and internet search skills.
- Cultural sensitivity and demonstrated skills in working with new immigrants and youth from diverse backgrounds.
- Conducts project evaluations and maintains accurate statistical data; ensures project documents are complete, current, and stored appropriately
- Other duties as required at MUJER

## Qualifications:

- Post-secondary degree or diploma in Community Development, Social Services with relevant experience, and/or equivalent education and experience
- Strong organizational, leadership, communication and interpersonal skills
- Demonstrated knowledge and sensitive with the Latino - American community of at Jane Finch and Greater Toronto areas on issues pertaining to violence, poverty, and migration from a feminist and cultural perspective
- Thorough knowledge of woman abuse and related issues faced by young Latinas women.
- In-depth knowledge of youth engagement processes, strategies and youth-driven philosophies; knowledge of current youth issues.
- Experience and skills in program development and implementation
- Demonstrated ability to troubleshoot and successfully resolve problems as they arise
- Excellent oral and written communication skills including an ability to: Deliver presentations, speeches and information sessions, prepare clear and effective written correspondence
- Demonstrated experience and ability to coordinate activities and events
- Proficiency in software such as Microsoft Word, Excel, Adobe, PowerPoint, Outlook
- Demonstrated ability to work independently and autonomously, as well as to lead youth teams, and to participate as a collaborative team member in a variety of team settings
- Excellent Spanish- English communication skills, written and verbal.
- Access a car would be an asset
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- **Position Type:** Contract, 35 hours per week Flexibility for some evening and weekend work. This is a 9 month contract position, with possibility of extension.
- Annual Salary: \$35,000 will be pro-rated to 10 months.

**Application Deadline: March 31, 2010**

*MUJER promotes principles of anti-oppression and encourages applications from women of all races, colours, ethnic origins, religions, abilities, and sexual orientations. While we thank all candidates for their interest only those selected for an Interview will be contacted.*

**Please send resume and cover letter to**

**MUJER, hiring Committee**

**687A Bloor street West**

**Toronto, M6G 1L3**

**mujer@rogers.com**