

**REXDALE WOMEN'S CENTRE'S
JOB POSTING**

POSITION: Host Programme Conversation Circles Co-ordinator/Worker
HOURS: Full-time, 35 hours per week with some evening and weekend work
START DATE: January 2, 2009
COMPENSATION: \$41,568.80 per annum (plus group benefits after serving eligibility period)
DEADLINE: Tuesday, December 16, 2008, 5:00 p.m.

BACKGROUND:

The Rexdale Women's Centre is a community-based, non-profit, charitable organization providing multi-level services for high-need women and their dependents. Please visit our website for more information: www.rexdalewomen.org

The organization is seeking a dynamic individual who will assume the duties and responsibilities for the planning, development, implementation and co-ordination of Host Programme Conversation Circles.

REPORTING:

The candidate is responsible to the Programme Manager, Settlement Services.

RESPONSIBILITIES:

1. Develop, co-ordinate and implement outreach strategy for recruiting Host programme clients for conversation circles.
2. Develop, co-ordinate and implement outreach strategy for recruiting volunteers to lead conversation circles.
3. Manage intake, screening and recruitment of Host clients.
4. Manage intake, screening and recruitment of volunteers.
5. Maintain up-to-date information and files on clients and volunteers.
6. Organize volunteer recognition activities/events in co-operation with RWC staff.
7. Complete volunteer evaluations.
8. Provide support, information and referral to volunteers as required.
9. Promote and develop strong partnerships within the organization and other community organizations for client and volunteer referrals.
10. Ensure that program goals and objectives are understood by clients and volunteers.
11. Assist in the design and implementation of program evaluation tools.
12. Monitor and manage programme expenses as required.
13. Maintain program files, statistical and evaluation data.
14. Enter client and volunteer information on agency and funder's databases.
15. Attend HOST and Rexdale Women's Centre's meetings as required.

QUALIFICATIONS:

1. University degree, College diploma or Post secondary education in a relevant human services field or an equivalent combination of experience and education.
2. 1-2 years experience in co-ordination and/or management in a social service setting, with experience in report writing and budget monitoring and management.
3. Excellent written and verbal English communication skills; additional language(s) an asset.

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4. Experience working with newcomers/immigrants, unemployed/underemployed, and socially isolated women and newcomers.
5. Understanding of barriers faced by ethno-cultural immigrants and newcomers.
6. Well-developed and professional skills in the areas of outreach, and volunteer recruitment and supervision.
7. Well-developed ability to motivate volunteers and implement recognition plan.
8. Excellent organizational, administrative and leadership skills.
9. Knowledge and ability to articulate an analysis of domestic violence as it related to gender roles, socialization, the dynamics of power and control, and the effects of abuse on women and children.
10. Above average computer skills and knowledge of Word, email, Internet and data entry.
11. Flexible and able to work independently and as part of a team.

PLEASE SUBMIT RESUMES BY DEADLINE DATE TO:

**REXDALE WOMEN'S CENTRE
HOST PROGRAMME CONVERSATION CIRCLES
CO-ORDINATOR/WORKER, HIRING COMMITTEE
23 WESTMORE DRIVE, SUITE 400
ETOBICOKE, ONTARIO, M9V 3Y7**

EMAIL: admin@rexdalewomen.org

NO TELEPHONE CALLS PLEASE

Only applicants who will be interviewed will be contacted.

RWC is an equal opportunity employer and subscribes to the Ontario Human Rights Act.