



**Mnídoo Mnísing Coalition Against Domestic Violence  
3 Month Contract/Consultant  
Part-Time Coordinator**

**Background**

The Mnídoo Mnísing Coalition Against Domestic Violence has been in existence since 2004. In 2009 funding was made available to support the mission of VAWCCs across Ontario through the Ontario Women's Directorate and the Ministry of Community and Social Services. The Coalition is currently seeking a part-time Coordinator to facilitate the activities of the committee.

**Mnídoo Mnísing Coalition Vision and Mission**

The vision of the Mnídoo Mnísing VAWCC is to eradicate gender-based violence in the district of Manitoulin/Espanola. The mission of the committee is to reduce gender-based violence through awareness, education and coordination.

**Position Objective**

The purpose of this position is to provide coordination and project management support to the Mnídoo Mnísing Coalition Against Domestic Violence.

**Tasks and Responsibilities**

- Develop and coordinate project plans for identified deliverables.
- Organize committee meetings, prepare minutes, disseminate minutes through the use of virtual technology (i.e. Zoom, email).
- Track Coalition deliverables.
- Provide support to Coalition Co-Chairs and committee.

**Qualifications**

- Bachelor degree in social work, psychology, or other relevant field and/or equivalent combination of education and experience.
- Two years minimum experience in project management.
- Knowledge and experience within the violence against women sector and community resources
- Superior communication, organizational, and inter-personal skills; ability to work independently and demonstrate initiative
- Computer proficiency and knowledge of information technology (i.e. Zoom)
- Due to COVID-19, much of the work of this position will happen remotely, and thus access to reliable internet is a necessity.
- Current vulnerable sector screening required of selected candidate

**Remuneration**

The position will be paid an hourly rate to be determined. Hours per month will depend on project needs, with a likely range of 10 to 20 hours per month.

**Submission Details**

Deadline for application: Friday, December 02, 2022, 4:00 p.m.

Please send resume and cover letter with references to:

Denise Leblanc, Executive Programs' Assistant, Manitoulin Family Resources

Email: [dleblanc@mfresources.net](mailto:dleblanc@mfresources.net)

