

We are hiring a **Project Director** to work with us on Rosa!

Three-year contract, with possibility of extension

Based in Toronto

Rosa is a new initiative designed to provide digital access to justice and training around workplace sexual harassment. Rosa was created because workers need to know more about the law, reporting bodies and what to expect when and if they report. As part of the work, we'll also develop on-line and in-person training for federal and provincial employees and employers to address workplace sexual violence.

Rosa is a collaboration between **Aftermetoo** and **Canadian Women's Foundation**. Aftermetoo was formed in Canada in 2017 as a response to inadequate protections and systems that address workplace sexual harassment in the entertainment industry. Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

We are looking for a talented individual who will work in collaboration with the Director of Rosa to implement the established vision for Rosa. You will take the lead in project management of all activities related to the partnership with Aftermetoo for the purposes of delivering the Rosa project, and collaborate with the Director of Rosa to deliver on strategic direction. You will utilize your skills in managing a team of diverse individuals and support the development of engaging digital and in-person training. You will be responsible to ensure all activities outlined in the funding agreements supporting the Rosa project are delivered on time and on budget.

This three-year contract position reports to the Rosa Management Committee and the Vice President, Community Initiatives at the Canadian Women's Foundation.

Key Responsibilities:

- Provide strategic direction and management, in collaboration with the Director of Rosa, on all Rosa activities
- Collaboratively work with the team to build strong alliances and partnerships with other organizations
- Responsible for project management including operations, financial and risk management, global budgeting for Rosa project and the overall project workplan

- Responsible for human resources of the project including training, onboarding, managing and supervision of staff and contract positions
- Oversee the development and delivery of the in-person and digital training in the federally regulated sectors, as well as development and delivery of the train-the-trainer to organizations working vulnerable and precarious workers
- Ensure the development and ongoing engagement of Rosa Advisory Boards; and take the lead in the ongoing partnership with Centre for Research & Education on Violence Against Women & Children
- Oversee development of evaluation strategy and implementation of evaluation for all aspects of Rosa
- Ensure project documentation and timely project reporting to stakeholders and government

Qualifications:

- University graduate in a relevant field, OR an equivalent combination of education, training and expertise
- Minimum 5 - 7 years of project management experience, ideally with Project Management certification
- Minimum of 7 -10 years of work experience in the non-profit sector or legal field or in a related field

Skills and Abilities:

- Evidence of strong planning and project management skills
- Strong human resource management experience
- Extensive knowledge and understanding of workplace violence and harassment
- Demonstrates a strong gender and equity analysis, especially as related to violence against women and girls
- Experience working with a widely diverse group of partners, consultants and stakeholders
- Demonstrated knowledge of evaluation practice, research and analytical skills
- Experience with training and adult learning practices is an asset
- Ability to work collaboratively and develop a strong team
- Strong communications skills, both written and verbal
- High level of proficiency in French is an asset
- Strong judgement and political acumen in order to identify and manage risk
- National experience an asset
- Ability to exercise independent judgement on a regular basis in resolving complex issues
- Experience in managing large budgets an asset



The Canadian Women's Foundation and the Rosa project are committed to equity in employment and seek to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission.

Salary: \$77,000 - \$87,000 with an excellent benefits package, and a fantastic employment environment.

If Rosa sounds like something you would like to be a part of, tell us why. Please email your **cover letter and resume** quoting reference **#CI-007** to humanresources@canadianwomen.org. Applications should be submitted no later than 11:59pm EST on **October 31, 2019**.

We thank all who have expressed interest in this position, but only those selected for an interview will be contacted.