

BC Centre for Women in the Trades

Job Posting

Job Title:	Coordinator, Advocacy	Hours:	Flexible; including some nights/weekends
Position Type:	Full-time, 2-year term	Environment:	Open/shared workspace
Location:	Port Coquitlam, BC	Travel Required:	Local and regional (via air)
Salary Range:	Competitive salary	Vehicle:	Required
Apply To:	info@BCTradeswomen.org	Driver's License:	Required
Date Posted:	April 12, 2018	Date Closed:	April 29, 2018
Application Requirements:			
<input type="checkbox"/> Resume	<input type="checkbox"/> Cover letter <i>Please tell us how you have promoted or supported women in trades previously.</i>		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under the direction of the governance board, the Coordinators will have overall operational responsibility for programs, expansions, and execution of its mission. Work in collaboration with the other Coordinator and administrative staff.</p> <p>Training</p> <ul style="list-style-type: none"> • Liaise with Ending Violence Association of BC (EVA BC) to facilitate the <i>Be More Than A Bystander</i> program • Liaise with industries to find and evaluate champions for the <i>Be More Than A Bystander</i> program • Schedule and plan training sessions • Coordinate diversity and inclusion “train the trainer” workshops • Assist with the delivery of diversity and inclusion training for workplaces and other stakeholder groups <p>Advocacy</p> <ul style="list-style-type: none"> • Provide information and referral to employers who are facing challenges recruiting and retaining women • Work with agencies and industry bodies to develop gender equity strategies in their organizations • Collaborate with other groups who are advocating for the advancement of women in the trades <p>Fundraising & Communications</p> <ul style="list-style-type: none"> • Support efforts to expand revenue generating and fundraising activities • Use external presence and relationships to garner new opportunities • Initiate, lead, and manage strategies for grants, contracts, and government funding opportunities • Assist Mentorship Coordinator with the planning of a conference by coordinating industry involvement <p>Planning, Evaluation and Reporting</p> <ul style="list-style-type: none"> • Develop and maintain effective working relationships with outside agencies and seek collaborative arrangements to provide more efficient and integrated programs • Build partnerships in new markets, establishing relationships with the funders and political and community leaders • Assist with program evaluation and Ministry reporting requirements • Provide monthly reports to the governance board 			

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QUALIFICATIONS

- Trades qualification
- Experience with apprenticeship systems
- Understanding and experience with sectors where women are underrepresented in the workforce
- Strong connections to the construction industry an asset
- Experience managing budgets
- Experience with event planning
- Advocacy and/or policy experience at local, provincial, and national levels

PREFERRED SKILLS AND ABILITIES

- Strong verbal and writing skills
- Strong facilitation and presentation skills
- Ability to work collaboratively with diverse groups of people
- Ability to work independently and demonstrates initiative, energy, and sound judgement
- Ability to effectively manage projects and balance multiple priorities and meet deadlines
- Ability to use a computer, technology, software programs, and applications

Last Updated By:	Nina Hansen, BCFED	Date:	April 12, 2018
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