

Administration and Research Coordinator

The Institute for International Women's Rights-Manitoba (IIWR-MB) is hiring an **Administration and Research Coordinator!** At IIWR-Mb, we envision a future where the rights of women, girls, and gender diverse folks are fully actualized, upheld, and supported in society. We believe in the implementation of our vision at the local, national, and international levels and strive towards this goal in many ways. Through the position of Administration and Research Coordinator, we seek to develop a greater understanding of the challenges women, girls, and gender diverse folks face in Manitoba and how implementation of a Gender-Based Analysis Plus (GBA+) would fill gaps we currently see in service provision, project, and program delivery at the policy level.

Compensation: \$20/hour

Time Commitment: 20 hours/week (flexible schedule with some evenings and weekends required)

Term: One Year (Funding-based)

Reporting: Co-Chairs of Advocacy

Location: Remote

Closing Date: Saturday, November 27, 2021

The Institute for International Women's Rights-Manitoba is committed to inclusion and equity in our employment and engagement opportunities. Indigenous peoples, Black people, and other People of Colour, persons with disabilities, persons of minority sexual orientations, gender identities and expressions and persons with relevant lived experience are encouraged to apply and will be prioritized. We are committed to removing barriers that have historically existed against such groups and acknowledge the inherent biases and power dynamics that exist within hiring processes. As such, please do not hesitate to contact us regarding any accommodation that can be made for the recruitment/interview process. Doing so will not impact your potential for success in the interview process but will help us better meet the needs of interested candidates. For accommodations, please contact Fiona Vowell, VP Administration, at info@iiwrmb.ca.

About

Founded in 2013, the IIWR-MB operates to support the full actualization and support of rights of women, girls, and gender diverse folks both locally and internationally. Founded in 2013 and building off the historic organizing work of Manitoba feminist communities, IIWR-Mb fosters spaces for education, awareness, and action to promote gender rights. IIWR-Mb is a community focused organization, reaching out to diverse individuals and organizations in Manitoba that are working in the general area of gender rights. We are volunteer run by an elected board and incorporated as a registered not for profit in the Province of Manitoba and hold United Nations Economic and Social Council (ECOSOC) consultative status.

Duties and Responsibilities:

Research

- Perform research, literature, and document reviews (web based, data-based searches, etc.) with specific focus on best practices related, but not limited to, Gender-Based Analysis Plus;
- Analyze basic data and prepare summaries based on reviews and assist in coding survey data and the preparation of survey reports;
- Develop discussion group questions in collaboration with the Advocacy Committee;
- Conduct discussion groups and focus groups and lead the compilation and synthesis of information gathered from interviews, focus groups, or case studies;
- Collect, compile and present comprehensive reports based on research conducted and suggested policy utilizing best practices;
- Develop an efficient data storage and data retrieval method;
- Participate in the design, development, analysis, and evaluation of various components of gender equity and policy issues within Manitoba, including the identification of trends, issues, and the development of options for action and recommend appropriate courses of action.

Program Assistance

- Work in collaboration with the IIWR-Mb Board (including Advocacy Co-Chairs, Diversity and International Initiatives Co-Chairs, VP Youth, and others) to deliver programming and projects including attending meetings of councils and committees as required.
- Support the Communications Chair in the distribution of monthly newsletter, creation and identification of relevant social media opportunities related to the project and liaising with media as needed to promote the project.
- Support the updating of IIWR-MB website (www.iiwrmb.ca) regarding relevant information and events related to the project in a timely manner.
- Support ongoing Advocacy campaigns when needed.

Community Engagement & Network

- Organize a series of community discussions and focus groups that may be in person or virtual including confirming event location or links, creating promotional material, inviting relevant community organizations, and facilitating RSVP and follow-up communications.
- Support building on and expanding IIWR-MB community networks to strengthen relationships and creating stronger networks for the organizations moving forward.
- Support the creation and distribution of a Community Report Card related to the Feminist Response to COVID-19 Campaign and an accessible digital hub for GBA+ related resources.

Administration

- Responds to community partners and relevant stakeholders in a timely manner via email.
- Provide updates for quarterly newsletters and Annual Reports.
- Performing any other related duties as assigned.

Qualifications

Required Qualifications

- Knowledge of Gender-Based Analysis Plus platforms;
- Experience in research, advocacy, and government relations;
- Knowledge of feminist movements and organizing communities in Manitoba;
- Experience in facilitation, consensus decision-making practices, and group dynamics;
- Strong verbal, written and inter-personal communication skills;
- Demonstrated problem solving and organizational skills;
- Responsibility and discretion with sensitive issues;
- Strong administrative skills and attention to detail;
- Proficient use of Microsoft Office software and Google Suite;
- Ability to work independently;
- Application of an intersectional framework to work and inter-personal interactions;
- Ability to work flexible hours, including evenings and weekends;
- Strong commitment to values, mission, and mandate of IIWR-MB.

Desired Qualifications

- Bilingualism/Multilingualism as asset, but not required;
- Experience working with Gender-Based Analysis Plus, or another related policy framework, an asset;
- Demonstrated experience in feminist movements and organizing communities in Manitoba;
- Demonstrated experience in technical writing, transcription and/or data analysis;
- Demonstrated knowledge of systemic barriers different community members experience;
- Experience working with undermet and underserved populations;
- Experience with Manitoba legislative writing and systems;
- Experience working for a not-for-profit organization;
- Proficiency with Canva, Hootsuite, Facebook and Instagram for business, Twitter, and LinkedIn.
- Ability to utilize transportation or networks (in-person or virtual) to connect to rural or remote communities in Manitoba;
- Experience with rural and remote communities and organizations an asset.

Apply

Please submit resume and cover letter to the attention of the Personnel Committee with the title of the position in the subject line. Cover letter should highlight how your experience meets the required qualification.

By email: info@iiwrmb.ca

Additional Accommodation Concerns, contact: Fiona Vowell, VP Administration at info@iiwrmb.ca

We thank all applicants but only candidates being considered will be contacted.