



JOB POSTING: PROJECT OFFICER

GIRLS ACTION FOUNDATION is currently seeking an ***engaged and motivated individual*** to join their team. Under the direction of the Operations Manager, this individual will be responsible for coordinating the final stage of the *Girls Health and Wellness* project and supporting the development and implementation of new projects. Working as part of a proactive and supportive team, the successful candidate will be able to thrive in an exciting and ever-evolving work environment and adapt to changing priorities.

About Girls Action

Founded in 1995, **Girls Action Foundation** is a national charitable organization that inspires and supports the empowerment, leadership and healthy development of girls and young women across Canada. Through its innovative programs, research and support to a network of over 300 partnering organizations and projects, Girls Action Foundation reaches over 60,000 girls and young women annually – providing opportunities to build their strength, discover their power and gain the confidence they need to bring their gifts to the world.

Responsibilities include:

- Produce and disseminate a guide on Girls Health and Wellness
- Conduct outreach and organize trainings on the gender transformative health approaches
- Support evaluation and reporting
- Support the implementation of national and regional projects
- Participate in ongoing strategy development and restructuring of the organization
- Facilitate team reflection and document key learnings from program/ project implementation
- Help organize events related to ongoing programs or special projects
- Conduct outreach, support partnership development and growth of the network
- Support fundraising activities and sustainable development of the organization
- Other duties as required

Desired skills and qualities :

- Education and/ or experience in a field related to project management, such as Public Health, Gender Studies, Child and Youth Studies, Public Administration, Social Work.
- Understanding of health promotion and wellness principles and programming.
- Knowledge of and experience with popular education and participatory youth programming.
- Understanding of girls' and women's issues from an intersectional feminist analysis
- Strong written and verbal skills in both English and French
- Excellent interpersonal skills; ability to communicate and connect with people of diverse backgrounds and ages.
- Self-directed, possess strong organizational skills, ability to multitask and follow-through.
- Resourcefulness, flexibility and the ability to learn and adapt on the job.

Terms:

Located in the Girls Action Foundation office in Montreal. 6 months contract with possibility of renewal depending on funding. Salary range: \$16-21 per hour for 30 hour work week (salary will depend on qualifications and experience).

Employment equity

People from marginalized communities, including but not limited to: women, indigenous people, differently-abled people, people of colour, queer and trans people, and people of low socioeconomic status are especially encouraged to apply. Please indicate if you consider yourself to be a member of a traditionally disadvantaged group and would like to be considered as such for the purpose of this hiring process.

Application deadline:

Monday April 23, 2018

How to apply

To apply, please fill out send your cover letter and resume to [hiring@girlsactionfoundation.ca](mailto: hiring@girlsactionfoundation.ca).

We thank everyone for applying but only those selected for an interview will be contacted.