JOB DESCRIPTION

Title: Gender Equity Coordinator

Reports to: Executive Director

Location: Remote

JOB SUMMARY

The Gender Equity Coordinator is a one-year part-time (approximately eight hours per week) contract position beginning April 1, 2021, made possible with funding provided by Sport Canada. The Gender Equity Coordinator serves as the leader on all gender equity issues for the Canadian Fencing Federation (CFF). Reporting to the Executive Director (ED), the Gender Equity Coordinator provides professional support and guidance to the ED and the CFF's Gender Equity Committee.

Working with the Gender Equity Committee, the Gender Equity Coordinator is responsible for developing the committee's terms of reference, completing the gender equity action plan, and overseeing all gender equity initiatives.

RESPONSIBILITIES

- With the Gender Equity Committee, develop the committee terms of reference for board of director approval
- With the Gender Equity Committee, develop the CFF's Gender Equity Policy for Board of Director approval
- With the Gender Equity Committee, complete the action plan that was initiated during the action planning sessions conducted with Canadian Women and Sport
- Contribute research towards development of gender equity targets
- Oversee the completion of all approved gender equity initiatives
- Provide recommendations for social media and marketing initiatives
- Act as a professional advisor to the ED on all gender equity issues

- Serve as the liaison between the CFF and Canadian Women and Sport regarding gender equity

QUALIFICATIONS/EXPERIENCE

- University/college education
- Familiarity with gender equity challenges and issues in sport
- Experience in project management
- Strong writing, presentation and verbal communication skills in English and preferably also in French
- Research skills
- Familiarity with public policy development
- Familiarity with the Canadian fencing community is an asset
- Previous experience working in the not-for-profit sector is an asset

The Canadian Fencing Federation is committed to upholding the values of equity, diversity, and inclusion in our work environment. We actively encourage applications from persons who identify as women, Indigenous peoples, persons with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

To apply, send resumé and covering letter to ed@fencing.ca by no later than March 20, 2021.

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Funding for this position is made possible through the support of Canadian Heritage and Sport Canada.

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