

ATTN APPLICANTS: Please include the **JOB CODE** in subject line of email to be considered.

JOB CODE	1-MSG-2018
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JOB POSTING			
JOB TITLE	Project Coordinator – S.T.E.M. Girls		
REPORTS TO	Manager, Employment & Training Services	LOCATION	Hamilton
DIVISION	Abacus	HOURS OF WORK	18 Hours / Week
POSTING DATE	JULY 11, 2018	START DATE	August 20, 2018 (end date June 2019)

POSITION DESCRIPTION

YWCA Hamilton is dedicated to strengthening women’s and girl’s voices, broadening their choices, building dynamic leadership and providing essential services that promote safe, inclusive and equitable communities.

We offer a stimulating and challenging environment that values the diversity of individuals and ideas.

- Opportunity for professional development and growth
- Staff Fitness and Aquatic membership
- Staff discounts for childcare and recreation

Key Function Areas:


Develop an after school program for girls in Grade 8 for the purpose of creating awareness, interest and career aspirations for further education and careers in the STEM (Science, Technology, Engineering and Mathematics) sector.

QUALIFICATIONS

- Must have undergraduate degree, preferably in Education, Business Administration, Social Services, Science, or related field, or have a combination of related work and academic experience
- Must have excellent written and verbal communication skills
- Must be proficient with MS Office including but not limited to Word, Excel, and PowerPoint
- Must be very proficient in various computer software including databases and case management software
- Able to work within a feminist, anti-oppressive/anti-racist perspective
- Bilingual English/French or other languages an asset
- Preference will be given to individuals with a background in teaching

Please submit resume and covering letter by e-mail, mail or fax, to YWCA Hamilton.

CLOSING DATE:	July 19, 2018
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	jobs@ywcahamilton.org		75 MacNab Street South, Hamilton, ON L8P 3C1 Fax: 905-522-1870 Attention: Human Resources
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As part of YWCA Hamilton’s commitment to Access and Equity, we strive to represent the diverse communities that we serve. Individuals who are First Nations, Métis, immigrant, refugee, lesbian, gay, bisexual, or transgender; and individuals with disAbilities and from racialized communities are encouraged to apply.

Attention Applicants:

Thank you for your interest in YWCA Hamilton, however, only candidates selected for an interview will be contacted. Please inform us of accommodation requests during interview booking.

