



CAYR
COMMUNITY CONNECTIONS
People Supporting People



Harm
Reduction



HIV/
AIDS



Rainbow
Space



Learn



Grow



Partner

JOB DESCRIPTION: Program Coordinator, Safer Spaces

applications on a rolling basis until position filled

Job Title: Program Coordinator, Safer Spaces

Position Type: Full-time Contract Position (35 hours/week, ending February 22, 2027)

This position is a maternity leave cover

Reporting To: Programs Manager, Rainbow Space

Compensation: Salary & benefits

Location: Newmarket

POSITION SUMMARY

CAYR Community Connections (CAYR) is a community-based organization that provides support, education, and access to dignified care for people living with, affected by, and at risk of HIV/AIDS.

The Safer Spaces Program Coordinator position seeks to build local community capacity in York Region to advance equality for women and gender-diverse people in the economic, social, and democratic life of Canada. The successful candidate will work with diverse agencies, organizations, and groups that serve and employ women and gender diverse people to implement the “Advancing Equity with Safer Spaces for Women and Gender Diverse People in York Region” project.

Working as part of the Rainbow Space team, the Program Coordinator will support the delivery of CAYR’s Rainbow Space programs. These programs provide participants with access to supportive spaces and activities that build resilience and reduce adverse mental health impacts.

RESPONSIBILITIES

Community Development

- Identifies and builds relationships with local community organizations, key stakeholder groups, and community alliances that serve and employ women and gender diverse people in York Region.
- Develops strategic partnerships with employment agencies, the business community, Chambers of Commerce, service providers focusing on women and gender diverse people, and stakeholder groups of women and gender diverse people impacted by inequality.
- Participates in local community planning initiatives related to the equity issues of women and gender diverse people to promote integration of safer spaces approaches into programs, services, policies, and procedures.
- Acts as a liaison between CAYR and local community organizations in advancing systems change initiatives addressing the equity of women and gender diverse people.
- Initiate and participate in public speaking opportunities to promote CAYR’s Safer Spaces

program and services. Represent the agency at local and regional networks to advance the “Advancing Equity with Safer Spaces for Women and Gender Diverse People in York Region” project.

Community Education & Training

- Engages with women & gender-diverse people to identify barriers to economic security and prosperity in the designated geographic area
- Working collaboratively with external consultants and evaluators to develop educational training and workshop modules with an evaluative component.
- Delivers educational training and workshop modules to targeted communities, local agencies and groups that serve and employ women and gender diverse people, with the aim of addressing systemic barriers to economic security and prosperity.
- Build the knowledge base of diverse employers, as well as health, wellness and social service providers in York Region on a broad range of issues impacting women and gender-diverse people, including stigma and discrimination, and other barriers as identified by stakeholders in order to foster environments that are women-, femme- and family-centered, inclusive, harm reduction-based, and trauma-informed.
- Working collaboratively with external consultants and evaluators, engages with evaluation and modifies training modules and workshops to ensure the goals of the program are achieved and the needs of those requesting training are met.

Research & Program Evaluation

- Gathers and documents accurate data to complete reports required by funders.
- Prepare administrative and program reports for the Board, funders, and other bodies.
- Monitors and evaluates program and project activities to ensure optimal quality of service delivery to local communities by way of surveys and other evaluation tools.
- Identifies and responds to issues identified by stakeholders related to economic barriers experienced by women and gender diverse people by engaging in community-based research and/or needs assessments, as required.

Rainbow Space Programming Support

- Support Rainbow Space Manager with implementing the delivery of CAYR’s Rainbow Space programs
- Recruit, engage, and train 2SLGBTQ+ older adults in volunteering skills, mentorship skills, and peer leadership skills development opportunities to support ongoing program development and delivery.
- Facilitate programming and community building across age groups within the 2SLGBTQ+ community in York Region.
- Participate in and conduct community outreach efforts (for example, at community events, networking meetings, etc.) to 2SLGBTQ+ community members.
- Refer and connect 2SLGBTQ+ community members to relevant community resources and information as needed.

Resource Development & Distribution

- Maintains and distributes current resource materials to community partners, as required.
- Develops resources as required.

Other Duties

- Advances the objective of WAGE's Women's Program (WP) to support action to advance equality between women and men in the economic, social and democratic life of Canada, as appropriate.
- Respond to requests to provide consultation and advice to local community agencies and organizations and facilitate linkages with CAYR and AIDS Service Organizations in neighboring regions.
- Maintains monthly statistics.
- Participate as an active member of staff teams, including participation in program planning, coordination, and collaboration with other staff.
- Complies with organizational policies and procedures.
- Performs other tasks, as assigned by the Rainbow Space Program Manager.

Compensation

- \$ \$46,250 per annum, pro-rated (as per approved funder program budget)
- Benefits

QUALIFICATIONS

- Minimum of 3 years of demonstrated experience working in the areas of equity for women and gender diverse people, women's health, gender-based violence, or community development, and providing educational workshops in various settings.
- Relevant education in social services, employment, or gender studies at a university or post-secondary level.
- Sound knowledge of issues related to women and gender diverse people, trauma-informed service delivery, harm reduction principles and practices, and knowledge of available community resources.
- Experience working with the 2SLGBTQ+ community and/or marginalized people who are living with HIV/AIDS or Hep C, actively using substances, have mental health challenges, are engaged in sex work, are homeless, and/or live in tents/camps.
- Preference will be given to candidates who identify as part of the 2SLGBTQ+ community.
- Demonstrated knowledge of women's health and gender equity issues.
- Demonstrated experience in online module education delivery
- Demonstrated experience with curriculum or training development, program needs assessment, program delivery and evaluation, community mobilization or development.
- Strong ability to cultivate internal and external partnerships and build professional relationships.
- Must be competent with applicable computer applications and software.
- Excellent written and verbal communication skills.
- Excellent interpersonal, communication and organizational skills.
- Self-directed to achieve results, willingness to work flexible hours, and ability to work in a team environment.
- Effective planning and problem-solving skills.
- Demonstrated commitment to anti-racism and anti-oppression principles.
- Valid Ontario driver's license, insurance and a reliable vehicle are a strong asset.

Please submit a cover letter and resume highlighting qualifications and experience by:

- Email to: Kate Oluwole, Rainbow Space Program Manager, koluwole@cayrcc.org with subject line Program Coordinator, Safer Spaces

*CAYR COMMUNITY CONNECTIONS promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. **We encourage applicants with lived experience of substance use, HIV/AIDS, and/or Hep C.** We also encourage people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities and expression.*

We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. CAYR Community Connections is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.

We thank all applicants. However, only those who are to be interviewed will be contacted.