



# Orillia Native Women's Group

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## JOB POSTING

- LOCATION:** 169 Front Street S, Orillia, ON
- TERM:** Contract position until March 31<sup>st</sup>, 2026
- HOURS:** 40 hours per week, 8:30 a.m. to 4:30 p.m.
- SALARY:** \$75,000 to \$80,000 annually
- CLOSING DATE:** October 23<sup>rd</sup>, 2024, at 4:30 p.m.

### POSITION TITLE: **PROJECT/OFFICE MANAGER**

**Position Summary:** The Project / Office Manager position plays an integral role in building the capacity to prevent and address gender-based violence (GBV) against Indigenous women and 2SLGBTQI + people in Orillia. This position will develop a community consultation plan to address and prevent GBV, collaborate with strategic partners, create, and implement a new strategic plan to prevent and address GBV, write proposals to increase financial sustainability, review and update policies and procedures and create communication tools to support more effective GBV programming. The position will oversee the day-to-day affairs of Orillia Native Women's Group, provide guidance to the staff, and may participate in the hiring process.

### Responsibilities:

#### Community Consultation

- Organize and conduct a community consultation to identify gaps in the community including gender-based violence and create a plan to address these gaps.
- Present Community Consultation Plan to the Board of Directors.
- Finalize Community Consultation Plan.
- Draft and implement new strategic plan.
- Assist staff by ensuring program activity reporting and workplan obligations are completed to meet contractual requirements and ensure they align with the ONWG Strategic Plan.

#### Networking and Collaboration

- Promote and create awareness of the Orillia Native Women's Group and/or special events within the County of Simcoe.
- Develop partnerships with, and liaises with Indigenous and non-Indigenous agencies, businesses, and organizations to acquire services or make referrals for clients.
- Select strategic partners to engage in consultation on content development for materials specific to Indigenous women and 2SLGBTQIIA+ in Orillia and Simcoe County.

- Establish a network of Elders/Traditional Healers and create a specialize list in certain areas (E.g., language) to help steer the project and ensure cultural relevancy and to provide ongoing services to ONWG.
- Acts as ONWG representative on external committees, associations, and working groups to gather information, discuss issues, challenges, best practices, protocols, and to develop partnerships when required.
- Update promotional materials (i.e., business cards, pamphlets, and flyers) including the website and social media to increase participation, and community engagement of members to ensure growth.
- Organize a call out for volunteers for mentorship opportunities when required.

**Financial**

- Monitor the project / office manger budget and complete and submit cashflow reports to funders by due dates.
- Provide guidance to other program coordinators to ensure they are monitoring their budgets and completing and submitting cashflow reports to funders by due dates.
- Verify and approve planned expenditures including cheque requisitions and invoices (e.g., travel/mileage claims and honorariums) for all programs.
- Provide necessary information to the Finance Manager to ensure timely financial posting in the general ledger.
- Obtain sustainable funding by researching and writing proposals for funding.
- Obtain other funding as outlined in strategic plan.

**Internal Policy & Procedure Development**

- Improve and implement new policies and procedures to support GBV Programming.
- Review, update, and edit existing policies and procedures informed by gaps identified in Community Consultation.
- Assist staff gather information to create manuals for onboarding new staff.
- Assist staff to develop, create, and implement an evaluation for the programs offered by ONWG.
- Conduct and implement annual review process for programs delivered by ONWG.
- Provide advice and guidance to ONWG staff and/or volunteers regarding procedures and processes when required.

**Training**

- Gather information, perform research, and create new content for training materials for effective GBV programming.
- Develop new training materials and other GBV content for website.
- Document training process and materials.
- Deliver updated training materials to project staff and/or key sectoral partners.
- Oversee occupational health & safety & report any issues to the Board.
- Identify training needs and coordinate staff training on a regular basis.
- Support staff to participate in cultural appropriate teachings on a regular basis.

**Other**

- Provide guidance to full-time and part-time staff including the participation in the recruitment process when required.
- Assist the board prepare for annual & special meetings of members when required.
- Attend regular, annual & special board meetings when required.

**Education**

- University Degree or College Diploma in Public Administration/Business Administration and/or equivalent

**Experience**

- Five (5) years previous experience in an administrative environment performing processes including but not limited to clerical/administrative and financial functions and in a supervisory capacity or leadership role.

**Knowledge/Skill/Ability**

- Excellent knowledge of Indigenous history, culture and/or community.
- Excellent organizational, inter-personal, oral, and written (business/technical) communication skills to create positive work relationships.
- Ability to interpret and apply various policies, procedures, systems, and standards.
- Ability to assess environments and individuals to ensure safety of self and staff in the performance of their duties.
- Excellent time management skills.
- Demonstrated ability to perform research.
- Strong oral and written communication skills to write proposals
- Strong organizational skills to compile and categorize information/topics.
- Demonstrated ability to work independently.
- Strong working knowledge of the Microsoft Office Suite (Word, Excel, Power Point, Outlook).
- A vehicle for business use and a valid Class G driver's licence.

Email resume and cover letter to: [wrenton0455@rogers.com](mailto:wrenton0455@rogers.com) & [daleplett@me.com](mailto:daleplett@me.com)

Attention: Hiring Committee

Disclaimer: This job posting indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required. Only those selected for an interview will be contacted.