



Pan-Canadian Task Force on Women in Migration Project

JOB POSTING: National Coordinator & Advocacy Lead (1 position), Pan-Canadian Task Force on Women in Migration Project

ABOUT MIGRANT WORKERS CENTRE (MWC)

Founded in 1986, MWC is a non-profit organization that works to promote and advance access to justice for migrant workers by providing legal services, advocacy, research, public education, and engaging in law and policy reform initiatives. Our members include migrant workers working in low-wage jobs in the caregiving, agriculture, food processing, retail, and hospitality sectors, including migrant workers who have lost legal status in Canada. MWC envisions a society in which all workers are entitled to secure immigration status and access to fair, safe employment. We strive to advance the rights of migrant workers to equally participate in Canadian society and the Canadian economy.

PROJECT SUMMARY

Funded by the *Women and Gender Equality Canada's Feminist Response and Recovery Fund*, this project seeks to develop a Pan-Canadian Task Force on Women in Migration with the goal of addressing the intersecting vulnerabilities that women migrants experience. Women's relationship to immigration policies, pathways and status has been identified as creating barriers to and challenges for equitable inclusion in Canadian society.

The task force will bring together experts in the field, including women with lived experience, academics, migrant advocates and service providers to collaborate across sectors and disciplines, share and pool resources, identify best practices, empower women with lived experience, engage in research using feminist methodologies, develop policy solutions, and inform policymakers. The task force will consist of a National Coordinating Committee (NCC) and four Regional Coordinating Committees (RCCs) in the provinces of Ontario, Quebec, British Columbia and Manitoba.

POSITION SUMMARY

This is anticipated to be a full-time contract position for a period of two and half years (until March 2024). This is an exciting opportunity to support the creation of a national network of women with lived experience, academics, migrant advocacy and community organizations and to identify trends and promote policy solutions aimed at ending discrimination against women migrants in Canada.

The National Coordinator & Advocacy Lead will be responsible for overseeing and managing the delivery of the project as a whole, coordinating resources, activities and key personnel to ensure project deliverables and timelines are achieved, in accordance with the project plan and budget. This will require strong expertise in project management, advocacy and facilitation skills. A key piece of the role will involve policy work to support advocacy, including preparing policy reports, presentations and briefs. The National Coordinator is based out of the MWC and will report to the MWC Managing Director.

DUTIES AND RESPONSIBILITIES

- Manage, coordinate and implement national project activities, including facilitating quarterly national coordination meetings and organizing three annual virtual conferences;
- Ensure the equitable inclusion of women with lived experience throughout the project;
- Coordinate a remote team of four part-time Regional Coordinators;
- Coordinate and support development of policy reports, briefs, presentations and other written material by the national and regional committees for print and online use;
- Develop and lead implementation of a communication and engagement strategy;
- Monitor and gather information about government and parliamentary activity that relate to the project goals;
- Identify and coordinate public presentation opportunities for task force members at national and regional levels; and
- Support the delivery of MWC-led leadership training for women with lived experience.

QUALIFICATIONS

Project staff come from a variety of backgrounds, and we are eager to find people that bring lived experience to the role. We expect that people will be successful in this role when they:

- Bring experience in managing projects and coordinating remote teams;
- Bring an intersectional feminist analysis of issues impacting women migrant communities;
- Have experience with establishing and maintaining effective working relationships with women with lived experience and cross-cultural communities;
- Have strong administrative, organizational, and problem-solving skills to remain organized in a virtual and self-directed environment, effectively manage competing priorities, prioritize and meet deadlines;
- Bring experience building and implementing communication and advocacy strategies for small and medium-sized organizations;
- Bring experience with analysing and effectively framing information for various audiences and drafting policy briefs, presentations and reports;
- Have knowledge of the political landscape at the national and regional levels and an understanding of advocacy and government relations;
- Are a clear and concise communicator with the ability to shift style to accommodate a variety of audiences. This includes both demonstrated presentation as well as strong writing and editing skills;
- Bring experience in facilitating diverse groups with a demonstrated understanding of how to effectively engage people with lived experience, steward decision making and resolve conflict; and



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- Are fluent in spoken French, Spanish and/or Tagalog. This is an asset.

COMPENSATION

MWC offers an extended benefits package, which includes dental and extended health benefits, four weeks of annual vacation in addition to 1-2 week December office closure, and a generous sick leave policy.

The salary is \$65,000 per year.

PREFERRED START DATE

The start date for this position is as soon as possible.

APPLICATION PROCESS

Closing date is Friday, December 10, 2021 at 5:00 pm PDT. Applicants are encouraged to submit applications early, as interviews will be conducted on a rolling basis for the position.

We welcome and encourage applications from all individuals with relevant experience, especially women with lived experience of migration, and equity-seeking groups.

Interested candidates are asked to submit a cover letter and resume addressed to the Hiring Committee to jon@mwcbc.ca with "National Coordinator & Advocacy Lead" in the subject line. While we thank all applicants for their interest, only those offered an interview will be contacted.

MWC is committed to the health and safety of our staff members, volunteers, and clients. Due to the ongoing COVID-19 pandemic, most staff members are working remotely. We anticipate that the National Coordinator & Advocacy Lead will do a combination of remote-based and in-person work, subject to public health orders and guidance, MWC's own policies, and individual health needs.