



NATIONAL ADVOCACY.  
COMMUNITY ACTION.



*YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women and gender diverse people escape violence, move out of poverty and access safe, affordable housing. We work tenaciously to break down barriers that hold women and gender diverse people back from achieving equality.*

## Internal and External Job Posting

### Manager of YWCA JUMP Etobicoke Programs

#### JUMP Etobicoke

#### JOB ID: JUMP902

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| <b>Employment Type:</b>      | Full-Time, Permanent   |
| <b>Work Hours:</b>           | 35 hours per week (As Per Management Hours of Work Policy)             |
| <b>Salary:</b>               | \$62,358 to \$72,937 per annum (Level M8), plus comprehensive benefits |
| <b>Location:</b>             | 222 Dixon Road, Suite 207, Etobicoke, ON M9P 3S5                       |
| <b>Application Deadline:</b> | Monday, June 12, 2023  |

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#### JOIN OUR TEAM

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

The Manager of YWCA JUMP Etobicoke Programs is responsible for the overall operations of JUMP Etobicoke programs. This includes the development, planning, marketing and implementation of the programs in accordance with the mission of YWCA Toronto, the agreement with IRCC (Immigration, Refugees and Citizenship Canada) other funders and the needs of the participants. This middle management position is also responsible for contributing to the overall management of the Association.

#### ABOUT YWCA TORONTO – YWCA JUMP ETOBICOKE

YWCA JUMP Etobicoke is a settlement program for newcomer women, female youth and gender diverse people in North and Central Etobicoke. The program has a strong employment emphasis paired with services addressing the adaptation, settlement and integration needs of newcomer women, female youth and gender diverse people. A comprehensive portfolio of services include: needs assessment, information and orientation, pre-employment, job search and skills training programs, wellness and mental health supports, community connections and professional networking opportunities; satellite workshops are offered in the North/West end of the GTA.

#### KEY RESPONSIBILITIES

- Initiates and implements in collaboration with the Director of Employment and Training and the Director of Philanthropy, annual fundraising plans if necessary;
- Maintains financial records in accordance with the requirements of IRCC, and the policies, procedures and practices of the Association;
- Ensures adherence to the policies and procedures of the YWCA's Administrative Manual and any funder's guidelines;
- Ensures that statistical systems are developed for JUMP Etobicoke program, and an analysis of market trends, social issues and their potential impact on program delivery are prepared annually;
- Ensures the hiring of all staff in consultation with the Director of Employment and Training and the Director of Human Resources in accordance with the Human Resources policies of the Association;

- Ensures the implementation of the Collective Agreement in consultation with the Director of Human Resources and the Director of Employment and Training;
- Ensures the training, supervision and regular evaluation of all staff, students and volunteers;
- Ensures the promotion of Access and Equity policies and procedures with staff and program participants;
- Develops a creative and culturally appropriate settlement and employment program to meet the needs of women and girls 13 years or older who are new immigrants or convention refugees;
- Participates with the Director of Employment and Training to develop long and short- term plans for the programs to meet the identified needs of the participants and the overall organizational objectives.

## QUALIFICATIONS

- Advanced knowledge of the theories and concepts relating to the practice of social work, group work, settlement, adaptation, integration and employment programs normally acquired through the completion of a graduate degree in Social Work, Psychology, Counselling, Adult Education, or Business Administration with three to five years directly related experience. **(Cases for Equivalency will be considered);**
- Knowledge of financial and human resource management required as well as previous work in a multicultural, unionized environment;
- Excellent and advanced written and oral communication skills are essential;
- A thorough knowledge of youth, women's services, settlement, adaptation and employment programs, trades programs and access and equity issues are required;
- Knowledge of another language an asset (e.g. Somali, Tamil, Urdu, Hindi, Arabic, Mandarin);
- Advanced knowledge of current computer applications necessary (e.g. Microsoft Office, E-mail, and Internet in a windows environment).

**Vaccination Policy:** - In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees, students and volunteers are strongly encouraged to obtain all COVID-19 vaccinations and booster doses as recommended by Toronto Public Health.

## HOW TO APPLY

**Please submit your cover letter and résumé as a single document to** Tsering Tsomo, Director of Employment and Training and Employment at [EmploymentJobs@ywcatoronto.org](mailto:EmploymentJobs@ywcatoronto.org). Please quote **JOB ID** number **JUMP902** and your name in the subject line.

**Please note:** A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the Bargaining Unit. **Please indicate on your cover letter your email subject line, if you are an internal candidate.** For internal applicants, this position is not secondable.

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

**Posting Date:** June 1, 2023