



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 Scarborough Programs (Contract)

**JOB ID: JUMP961**

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<b>Employment Type:</b>	Full-Time, Contract
<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>	3090 Kingston Road, Scarborough, ON M1M 1P2
<b>Contract Period:</b>	November 13, 2023 to January 10, 2025
<b>Application Deadline:</b>	Tuesday, October 10, 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.

This management position is responsible for the overall operation of the JUMP Scarborough program. This includes the development, planning, marketing, and implementation of the program in accordance with the mission of YWCA Toronto, the agreement with Immigration, Refugees and Citizenship Canada (IRCC), and 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 SCARBOROUGH

YWCA JUMP Scarborough is a women-centered settlement program with an employment focus, which targets newcomer women, girls ages 13+ and gender diverse people. The program addresses the adaptation, settlement and integration needs of women, girls and gender diverse people through a comprehensive, settlement centre model, including: a welcome centre (settlement information and referrals); itinerant workshops; settlement series workshops; case management; skills development, employment and job search related services; and community building.

#### KEY RESPONSIBILITIES

- Prepares and monitors program budget in consultation with the Director of Employment and Training;
- Directs and actively negotiates all new government purchase of service agreements and community partnerships;
- Initiates and implements in collaboration with the Director of Employment and Training and the Director of Philanthropy, annual fundraising and marketing plans if necessary;
- Develops and implements promotions and publicity campaigns in consultation with the Director of Advocacy and Communications;
- Ensures that all program facilities conform to the standards set out by funding agreements and necessary legislation;
- Ensures the proactive implementation of the Access and Equity policies and procedures of the Association in consultation with the Director of Human Resources;

- Develops a creative and culturally appropriate settlement and employment program for JUMP Scarborough to meet the needs of women, girls ages 13+ and gender diverse people 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;
- Participates in public speaking opportunities on settlement, employment and youth issues, as required
- Develops and maintains positive working relationships with local community agencies.
- Ensures the hiring of all staff in consultation with the Director of Employment and Training, as well as implementation of the Collective Agreement, training, supervision and regular evaluation of staff, students and volunteers.

## 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 resources management required as well as previous work in a multicultural, unionized environment;
- Excellent and advanced written and oral communication skills are essential;
- Thorough knowledge of youth, women's services, settlement, adaptation and employment programs, and access and equity issues is required;
- Knowledge of another language an asset (e.g. Urdu, Hindi, Arabic, Mandarin, Bengali);
- Advanced knowledge of current computer applications is necessary, e.g. Windows, MS Office, Zoom, WebEx and other software.

**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 at [EmploymentJobs@ywcatoronto.org](mailto:EmploymentJobs@ywcatoronto.org). Please quote **JOB ID** number **JUMP961** 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 employee of YWCA Toronto.**

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:** September 26, 2023