



Centre Coordinator

Part-Time

Summary

The Centre Coordinator will be responsible for the recruitment, training, empowerment, management and retention of volunteers, the supervision of The Well's physical space in Hamilton, Ontario, and the coordination of The Well's contact with the community.

About The Well

The LGBTQ Community Wellness Centre of Hamilton ("The Well") is dedicated to improving the health and wellness of the lesbian, gay, bisexual, transgender, and queer communities in the city of Hamilton. Wellness encompasses the emotional, mental, spiritual, physical, social and sexual health. The mission of The Well is to create an inclusive and safe space for the LGBTQ community in Hamilton through the provision of services, programs, and resources using an anti-oppressive framework.

Responsibilities

- Recruit, support, train and manage volunteers
- Manage the Well's office space
- Provide administrative support as needed to social and support groups
- Be a resource to community members in the development of new social and support groups
- Organize and coordinate volunteers, speakers and trainers
- Collaborate with the Board in cultivating The Well's partnerships with organizations in Hamilton and the surrounding areas
- Create and coordinate poster campaigns for The Well and specific services
- Collaborate with the Board in engaging and consulting with community in all aspects of program development
- Collaborate with the treasurer to manage the organization's budget and process invoices and payments
- Project and program evaluation

Requirements

- 2-5 years volunteer and staff management experience, with an eye to building organizational capacity
- Knowledge of and experience working within an anti-oppression framework
- Knowledge of and awareness of social determinants of health
- Familiarity with the principles of adult education
- Awareness and understanding of social/political issues of LGBTQ communities
- Strong critical queer analysis

- Commitment to excellence in service provision and knowledge of best practices
- Capacity to work effectively and sensitively with diverse communities within and outside of the LGBTQ community
- Ability to work independently in consultation with a community board of directors
- Experience in project-management including the following skills: organizational, time management, communication, financial management, administration
- Ability to develop effective partnerships in order to facilitate joint programming and community partnerships
- Computer skills in Microsoft Office and the Internet

Additional Details

- 1 year contract position from April 2010 to March 2011
- 21 hours per week, schedule negotiable, at \$24 per hour
- Applicants who have previously applied for any position with The Well are welcome to apply again

Submit applications to: The Well, 27 King William Street, Hamilton ON, L8R 1A1
and/or info@thewellhamilton.ca

Submission Deadline: Friday, April 9th, 2010 at 5:00pm

Questions & Comments: 905-525-0300 or info@thewellhamilton.ca

The Well is an equity-based organization and we encourage applications from members of LGBTQ communities, people of colour, and those from Aboriginal, immigrant, refugee, and disAbled communities. We regret that our offices are not fully accessible at this time.

Funding of The Well and of this staff position is generously provided by



The Ontario Trillium Foundation is an agency of the Government of Ontario

Posted 2010-03-25
Amended 2010-04-01