

BPW Canada/CCEW IDEAS4Gender Equality & Recovery Project

ROLE	IDEAS Project Coordinator	LAST REIVEW DATE	March 15, 2022
Reports to	IDEAS Project Liaison CCEW Co-founder & Implementation Coach	Reports Indirectly to	BPW Canada President or Designate BPW Women’s Empowerment Chair Women and Gender Equity: WAGE Feminist and COVID Recovery Project Mgr.

ROLE MAIN PURPOSE:

Coordinate the planning and implementation of the IDEAS for Gender Equality and Recovery Project to approved specifications. Manage the daily operation of the project within budgetary parameters and cultivate effective working relationships with project team members comprised primarily of volunteers assisted by project sponsored technical and administrative supports. Build project team capacity to effectively apply intersectional Gender-based Analysis Plus (GBA+) principles and leverage collaborative technical supports to achieve project goals in communities across Canada. Establish multi-stakeholder partnerships and, as required, secure additional resources and sponsorships to support project deliverables. Identify and promote opportunities to engage diverse stakeholders in developing impactful systemic change and policy improvements. Monitor and report progress to plan and make recommendations for corrective action as required to ensure the achievement of project metrics within specified timelines. Prepare and present regular reports to the project sponsoring (BPW Canada/CCEW) and funding (WAGE) organizations as stipulated in the project contractual agreement.

KEY ACCOUNTABILITIES

1. Project Management, Communications, Promotion& Reporting

- a) Employ project management skills, tools and resources to lead, monitor and administer the IDEAS for Gender Equality Project;
 - i. Meet project work plan/agreement timelines and reporting requirements;
 - ii. Implement project within approved budgetary allocations;
 - iii. Achieve project goals, metrics and deliverables as outlined in the contract work plan/agreement and captured here in under “Key Accountabilities”;
 - iv. Develop and implement detailed communication and promotion strategies for project events and initiatives;
 - v. Make recommendations to sponsoring organizations (BPW Canada/CCEW) to strengthen project success;
- b) Promote a culture of self-directed learning, beginning with project coordinator and admin/tech support team to effectively build capacity across the sponsoring organizations’ networks to;
 - i. Fully utilize project supporting technology such as but not limited to: social media, websites, email, mailchimp correspondence, surveys, virtual meetings/panels/training and collaborative platforms i.e.(howspace) etc.;
 - ii. Apply Intersectional GBA+ and gender bias principles to national, regional and local community outreach & engagement partnerships to promote systemic change.
- c) Oversee, manage and trouble-shoot approved vendor and service provider contracts in accordance with project deliverables and budgetary expenditures;
- d) Prepare, coordinate and facilitate project sub-committee team meetings to advance key aspects of the project. (Community Building Event Planning-Relationships & Resources; Intersectionality & GBA+, Multi-stakeholder Outreach & Engagement; Learning-Virtual/Blended/In person-Communication-Promotion & Technology; Co-Creat Policy and Systemic Change);
- e) Attend monthly steering committee meetings to present project progress and metrics achieved to plan;
- f) Prepare reports and supporting documents to meet funding and sponsoring organizations reporting requirements;
- f) Keep current through best practice reviews and where possible participant in other research initiatives and/or support data collection, and analysis that are aligned with project related metrics and activities;
- g) When requested by project sponsoring organizations, respond to media requests for information and interviews related to project events and activities;

2. Foster Working Relationships across Project Team & Collect Diversity, Equity & Inclusion (DEI) Data

- a) Work in collaboration with the sponsoring organizations (BPW Canada /CCEW) regional and local networks to:
- i. Build capacity within the sponsoring organizations network to support the IDEAS 4 Gender Equality and Recovery project by promoting GBA+ and gender bias training, virtual events, panel discussions, lived experience & best practice sharing;
 - ii. Collect DEI baseline data and establish metrics and milestone data collection points for ongoing monitoring;
 - iii. Leverage team insights and lessons learned to build credibility and strengthen relationships with stakeholders through expanded community outreach and engagement strategy;
 - iv. Confirm the location for 3-5 Community Building Events across the span of the project and where possible offer support to additional hosts by sharing the tools and resources used in implementing the project approved community building events, and provide potential leads for sponsorships or key community partners;
 - v. Work with the sponsoring organizations network, through the Policy and Systemic Change committee and multi-stakeholder partners to promote the incorporation of intersectional GBA+ recovery principles in the collaborative creation of systemic solutions to targeted program, policy development and work practices.

3. Develop an Inclusive Expanded Outreach Strategy

- a) Assess and expand existing community networks, business and government partnerships to ensure a more inclusive intersectional gender-based outreach and engagement strategy;
- i. Build synergy across Canadian civil society organizations (CSO) offering gender equality programs and services to individuals with diverse intersectional identities and lived experiences, i.e. NGOs and community service organizations supporting cisgender, nonbinary and trans (2SLGBTQAI) communities, Indigenous peoples, black and racialized people of colour, women with disabilities and women living in rural and northern communities as well as urban centres.
 - ii. Explore avenues to connect with Small and Medium size Enterprise (SMEs). Understanding that small business is big in Canada (99.8%) and they were hit hardest by COVID-19. Connecting with SMEs, business and labour associations to understand the needs and supports required to advance gender equality;
 - iii. Collect contact data for governments at all levels to create opportunities to share new tools, resources, and funding for organizations and businesses striving to “build back better”. Create opportunities for mutually beneficial partnerships to hasten the uptake of the tools and resources provided by different government initiatives. Encourage inter-ministerial, and inter governmental collaboration for a gender-based COVID recovery strategy and provide opportunities for inclusive and diverse perspectives in collaborative gender-equity solution-focused consultations, and policy and program development;

4. Coordinate and Implement a Collaborative Solutions-based On-line IDEAS Workspace

- a) Work with project tech and admin supports to transform the CCEW.ca website into a virtual collaborative workspace;
- i. Provide opportunities to connect, learn and create an empowering community to share lived experiences, challenges and generate impactful IDEAS for the workplace, marketplace & community;
 - ii. Create targeted solution-building opportunities in a safe collaborative workspace where diverse stakeholders from, business of all sizes, governments at all levels and all other civil society and grassroots community, business and labour community organizations can come together. Ensure the voices, experiences and perspectives of those most impacted by the issue of focus are included in co-creating solutions, policies and practices to advance gender equality. Progress on proposed systemic policy changes will be tracked to keep stakeholders informed and to support project outcome/metric reporting;
 - iii. Offer increased visibility and promote partnership-building opportunities for SMEs, in particular purpose driven SMEs and community organizations supporting gender equality and serving equality-deserving communities;
 - iv. Promote awareness and access to current/emerging government tools, resources and initiatives;
 - v. Participate/promote or coordinate consultations and forums for meaningful dialogue to accelerate tangible change through grassroots context and content experts, government, industry and labour influencers.
 - vi. Leverage the most current social media, communication and promotion platforms to support the IDEAS for Gender Equality & Recovery Collaborative workspace to achieve project goals.

5. Community Building Events

- a) Coordinate and implement 3-5 project IDEAS for Gender Equality and Recovery Community Building Events using the Women's Economic Empowerment WEE Community Engagement Guide & GBA+ event planning principles;
 - i. Work with the sponsoring organization network and community stakeholders to promote a proportional geographically representative schedule of events and develop customized events that meet the needs of the hosting communities;
 - ii. Engage event key players, multi-stakeholder partnerships and resource/sponsorships to achieve the event goals;
 - iii. Leverage project tech and admin support to promote events on the CCEW IDEAS and BPW Canada websites and use sponsoring organization networks, social media, communication and promotion platforms;
 - iv. Build in GBA+ monitoring and evaluation principles into each of the IDEAS for Gender Equality Community Building Events;
 - v. Develop a customized budget and event implementation plan for each event that includes project sponsored expenses and any additional resource/sponsorship requirements to ensure a net zero financial outcome.

EXPERIENCE/EDUCATION/SKILLS TRAINING

This position requires a University/College Degree in Social and Community Development, Business Administration, Public or Health Administration or approved equivalent combination of education and experience. A minimum of three years previous related experience in project management, event planning, community development, change management, business/process improvement, team leadership experience, administrative or operational background in community engagement and/or human service sector. Knowledge of and demonstrated ability in project core competencies including intersectional gender-based analysis plus (GBA+) and implicit bias self-aware, motivational goal-oriented community engagement, adult learning and change theory. Excellent written and verbal communication skills, time management, team work and conflict resolution using diplomacy and sound judgement. Highly motivated, creative/innovative thought leader with ability to work independently, self-manage, is accountable, flexible and adaptable. Must demonstrate ability to plan, develop and deliver training and facilitate digital meetings to tight timelines. Tech savvy and computer literacy demonstrating a working knowledge of MS Office word processing, spreadsheet and presentation software, comfort and experience using a variety of technology tools expected to support project goals i.e., website management, social media, virtual meeting, training, event promotion including social learning and collaborative workspace platforms. Being bilingual would be considered an asset.

WORKING RELATIONSHIPS

Project Sponsoring Organizations Network: Exchanges information and works collaboratively with the;

- a) Project leads; BPW Canada Women's Empowerment/CCEW Chair, CCEW Co-founder and Global Champion for Women's Empowerment, and BPW Canada President or designate.
- b) BPW Canada Board of Directors and associated Chairs. (Membership, Communications Membership, Resolutions, By-law and Advocacy, Public Affairs) and;
- c) Project Steering Committee and Sub-committee Teams, (Community Building; Intersectionality & GBA+; Multi-stakeholder Outreach and Engagement; Learning, Communication, Technology and Promotion; Co-Creat Policy and Systemic Change)

Community at Large: Exchanges information and works collaboratively with existing, expanded and newly formed community relationships and multi-stakeholder partnerships.

Project Admin/Tech Support: Manage and develop collaborative working relationships with the project sponsored admin and tech supports, suppliers and vendors.

WORKING CONDITIONS

Home office work space using own equipment and resources i.e. desktop/laptop computer(s), printer and cell phone. Note: Reliable high speed internet essential requirement. The project manager will coordinate, large scale printing i.e. event participant packages as approved to budget through a third party professional print service such as Staples.

Work at home strategies for success to be incorporated into daily work plan to manage;

- a) Multiple and simultaneous project initiatives that will result in frequent interruptions, constant deadlines and changing priorities; and
- b) Schedule and conduct timely communications and interactions that best meet the needs of the recipients i.e. through email correspondence, chat/text/phone; frequent virtual meetings, with the occasional need to travel for face-to-face meetings by car. Longer distance travel is reserved for the 3-5 community engagement events across Canada (Method to be negotiated i.e. bus, or economy train or air).

The incumbent must be able to handle challenges associated with uncertainty and ambiguity in working with a volunteer resource base and stakeholders that are extremely busy managing competing demands outside of the project. Pressures associated with routine; trouble shooting tech or handling contact and relationship building aspects of the project require tact, courtesy and sensitivity. The incumbent is required to work outside regular business hours to meet project deadlines and/or to deliver project events and activities across multiple time zones. Must be able to perform the physical demands of the position's work tasks. These tasks may include: sitting in one position for moderate periods of time, long hours of computer exposure requiring concentrated visual and auditory attention.

SUMMARY – ROLE COMPETENCY RATINGS

ROLE: IDEAS Project Coordinator
(IDEAS4Gender Equality & Recovery Project)

KEY COMPETENCIES FOR SUCCESS: Level 4
([ROLE Competency Definitions & Indicators](#))

1. Knowledge gained by formal EDUCATION and previous training	4	Requires a University/College Degree in Social and Community Development, Business Administration, Public or Health Administration or approved equivalent combination of education and experience.
2. Knowledge gained by EXPERIENCE	4	Requires a combination of up to 3 years previous related experience in project management planning, community development, change management, business/process improvement, team-building and leadership, administrative or operational background in a community engagement and human service sector. (See core competencies for success)
3. COMPLEXITY OF DECISION	4	Multi-tasking across the projects core bodies of work requires moderate judgment to support project timelines and goals.
4. RESPONSIBILITY	4	To coordinate all aspects of the project work plan and manage admin/tech supports and associated supplier/vendor performance contracts.
5. INDEPENDENCE OF ACTION	4	Moderate independence of actions. Must show original thinking in adapting or developing methods to complete tasks. Consult Project Leads as needed.
6. CONFIDENTIALITY	4	GBA+ and Self-Identifying data collection and contact information requires attending to sensitivity & privacy protocols.
7. CONTACTS	4	Relationship building and working with stakeholder contacts and forming partnerships is a key requirement of the role, requires tact and courtesy.
8. MENTAL & PHYSICAL EFFORT & PHYSICAL SKILL	4	High degree of auditory and visual attention to detail during Virtual meetings/events. Regular use of computer/tech platforms to create safe collaborative workspace requires high mental acuity for digital facilitation.
9. WORKING CONDITIONS	4	Independent home work space with intermediate level of interruptions.
10. PROJECT & FINANCIAL ACCOUNTABILITY	4	Inadequate planning could jeopardize the project, loss of financial resources.