

www.womensupportnetwork.ca
1110 Stellar Drive, Unit/Bureau 109
Newmarket, Ontario L3Y 7B7
Tel/Tél. : 905.895.3646
Fax/Télé. : 905.895.6542

Crisis Line/Ligne d'aide :
905.895.7313
1.800.263.6734



women's support network
of york region

Réseau de soutien pour les femmes
de la région de York

Job Posting

The Women's Support Network (WSN) is the rape crisis/sexual assault centre in York Region. WSN is a feminist, non-profit organization that provides support to survivors of sexual violence and sexual exploitation for the purpose of human trafficking. WSN is situated, in Newmarket, on the traditional territories of the Wendat, the Haudenosaunee, and the Anishinaabe peoples whose presence here continues to this day. We honour and acknowledge this land and its people.

Job Title: Helpful Relationships Project Manager

Start Date: Immediately to October 10, 2025

Hours: 37.5 hours weekly, including occasional evenings and weekends

Salary: \$30.00 per hour

The Helpful Relationships Project Manager reports to the Executive Director and works in co-operation with the management team, staff and volunteers of the WSN.

Major Responsibilities:

- Provide all services from an integrated feminist, anti-colonial, anti-racist and anti-oppression framework.
- Coordinate WSN Helpful Relationship workshop series to provide foundational information on helpful relationships (i.e., consent, boundaries, self-care, and relationships), to marginalized youth in York Region.
- Design and disseminate outreach and marketing materials to promote the workshop series.
- Develop both informal and formal partnerships with youth serving community groups and programs to schedule workshops.
- Support the coordination of WSN's social action and advocacy initiatives e.g., International Women's Day, Sexual Assault Awareness Month, Take Back the Night.
- Supervise and support a summer student and student intern in the Healthy Relationships program.
- Act as an advocate and resource person for WSN on the issue of youth helpful relationships.
- Represent WSN on youth focused community committees.
- Provide a supportive response to youth making disclosures and refer youth to appropriate community support services (i.e., WSN Youth counselling services, legal, emergency shelter, housing, and financial support).
- Reduce barriers for marginalized youth accessing the workshops, by providing practical support such as hygiene products, transportation, clothing, and food/groceries.
- Assist the external evaluator with implementing some of the evaluation activities and submit monthly program reports and service statistics to WSN's Program Manager.
- Assist with preparing reports for the funder and adhere to all reporting schedules in the funding agreement.

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- Respond to calls on WSN's 24-hour crisis line and online chat SMS/text support during business hours.
- On a one-week rotational basis, perform the role of staff back-up for volunteers responding to calls on WSN's 24-hour crisis line.
- On a rotational basis, participate in the delivery of WSN's bingo fundraiser/outreach event in Newmarket (Sunday 2:45pm-5pm);
- Undertake special projects and other related duties consistent with the organization's objectives as assigned.

Qualifications:

- A minimum of three years of experience working with and advocating for marginalized youth and women who have experienced sexual violence.
- A minimum of three years of experience outreaching and delivering education presentations (in person and virtually) with diverse communities/ learners in small and large groups.
- Specialized knowledge of marginalized groups, trauma, mental health, sexual exploitation and substance abuse issues.
- Demonstrated knowledge of relevant legislation (i.e. Child and Family Services Act) and Regional services for referral purposes.
- Demonstrated experience outreaching to and collaborating with diverse stakeholders.
- Demonstrated experience implementing project evaluation activities and liaising with an external evaluator to assess and report on project outcomes and recommendations.
- Excellent computer skills, including an ability to use Zoom, MS Office (Excel, Word, PowerPoint), Canva or graphic design software, and proficiency in Google Suite.
- Social media marketing knowledge and website maintenance is an asset.
- A second language other than English and French is an asset; Bilingualism is an asset.
- Knowledge of the York Region community.
- Related post-secondary education.

This position is funded by TD Bank Group and will remain open until filled.

Please submit a cover letter and resume to:

Katrina Fiore at kfiore@womenssupportnetwork.ca

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only applicants selected for an interview will be contacted. WSN is committed to a staff team that reflects the diversity within the community. We encourage Indigenous, Black, women of colour, immigrant women, differently abled, francophone, lesbian, bisexual, nonbinary and trans women to apply.