



**JUSTICE FOR GIRLS IS HIRING!
POSITION: DEVELOPMENT WORKER**

Justice for Girls is a Canadian non-profit organization and registered charity which promotes equality, freedom from violence, social and environmental justice, and the health and wellness of teenage girls who live in poverty.

Purpose of the position: Justice for Girls (JFG) is seeking a passionate, committed and qualified young woman to work with our team in a 12-month contract to support the stability, promotion and growth of the organization. This position reports to JFG's Director of Development and Communications (DDC).

Eligibility requirement: The funding for this position is to hire a young person of Indigenous Ancestry. The competition is only open to those who are Indigenous and under the age of 30.

Key Responsibility Area: Organization and Programme Management

- Work in collaboration with the Leadership Team to ensure the fiscal management and integrity of the organization.
- Support the work of the Leadership Team to manage programme/project workflow and oversee day to day milestones for programmes and projects.
- Support the DDC to increase JFG's public presence and the communication of JFG's key messages.

Key Responsibility: Networking and Partnership Development

- Work with the DDC to present to and meet with policy makers, funders, educators and other stakeholders with the purpose of securing their support for the development of JFG and our vision for the JFG Center.
- Build connections with other organizations, people, and politicians.

Key Responsibility: Fundraising Diversification

- Support the process of securing resources sufficient to ensure the financial health and operation of the organization including developing a strategic fundraising plan

- Research and identify prospective new donors and proactively initiate sponsorship and funding.
- Track, recruit, and coordinate with corporate and private donors, groups, organizations, partners, and funders.
- Develop and manage targeted fundraising campaigns, events and activities from planning to execution.
- Support the recruitment and management of volunteers.
- Assist with grant writing, funding proposals and reporting to funders.

Key Responsibility Area: Donor Relations

- Develop and maintain tracking systems and ongoing relationships with private and/or unsolicited donors (mail outs / thank you letters / cards).
- Produce donor tax receipts in a timely manner.

Key Responsibility: Media Monitoring

- Weekly monitoring of **local and provincial** media outlets for relevant issues, particularly cases of violence against teen girls who live in poverty.
- Present summary of review and relevant cases/issues at weekly staff meetings with recommendations for further tracking or action. If cases require immediate attention, present to the Director of Legal Advocacy without delay and provide recommendation for advocacy/public education action.
- Track media to document and advise on systemic issues and patterns.

Key Responsibility Area: Professional Development

- Undertake training and skill development activities that support growth in this position as per goals set annually on performance reviews.

Key Responsibility Area: Record Keeping

- Record all phone calls in the Call Log.
- Support the Leadership Team with email and phone management.
- Use Slack and other JFG communication and collaboration platforms.
- Maintain timesheets.
- Prepare and submit cash expense forms with attached receipts at the end of each month.

Key Responsibility Area: JFG Policies and Work environment

- Know and maintain strict adherence to JFG's confidentiality and other HR policies.
- Participate in the collective upkeep, cleanliness, and health of JFG workspaces.

Required Basic Qualifications

- Highly motivated by social justice issues, particularly Indigenous rights, girls and women's equality, environmental justice, housing security, anti-poverty and anti-violence work.
- Post secondary education and/or a minimum of two years of equivalent and relevant job training and experience.
- Position requires proficiency with word processing programs, and effective communication skills, including writing and oral communication.
- Able to work well in a team-environment and to work independently under the direction of a supervisor. Must be self motivated.
- Good organizational and time management skills.
- However, during the COVID-19 pandemic our office is closed. Candidates will be required to have a quiet and confidential remote workspace. We will provide necessary equipment and resources to accommodate remote work.

How to apply

- Email cover letter and resume to info@justiceforgirls.org with the job title as the subject line.
- In your cover letter, please **state that you are of Indigenous ancestry and under the age of 30**. Only those candidates who meet the eligibility requirements and basic qualifications of the position will be considered.
- Only candidates who are invited for an interview will be contacted.

Salary: \$26 per hour plus benefits

Hours: We are hiring full and part time positions. Please specify your availability/preference in your cover letter.

Application closing date: January 7, 2021 at 4:30 pm.

Position start date: January 18, 2021.