



**Women's Health in Women's Hands**  
**Community Health Centre**  
**2 Carlton Street, Suite 500**  
**Toronto, Ontario M5B 1J3**

**Tel (416) 593-7655**  
**Fax (416) 593-5867**  
**[www.whiwh.com](http://www.whiwh.com)**

**Women's Health In Women's Hands (WHIWH)** is a Community Health Centre mandated to provide primary health care to Racialized Women from Caribbean, African, Latin American and South Asian communities in Metropolitan Toronto and surrounding municipalities. You will work from an inclusive feminist, pro-choice, anti-racist, anti-oppression, and multilingual participatory framework in addressing the issue of access to healthcare for WHIWH's mandated priority populations encompassing all the determinants of health caused by gender, gender identity, race, class, violence, sexual orientation, religion, culture, language, disability, immigration status and socio-economic circumstances.

Women's Health in Women's Hands Community Health Centre (WHIWH) in partnership with The Domino Project Toronto and The Centre for Spanish Speaking Peoples (CSSP), is recruiting for the following contract opportunity:

### **Peer Project Coordinator**

(Contract: 5 months starting November 2020 - March 2021)

The Peer Project Coordinator identifies with Black Trans women and Non-Binary people. Their role will support the delivery of our newly funded project "The Virtual Care Circle – A Supportive Space for Black Trans and Non-Binary People". The Project Coordinator will oversee and support six Peer Facilitators in the delivery of the project. At the end of this project, we aim to have engaged with a total of 50 Black Trans women and Non-Binary people in the GTA in response to the COVID-19 pandemic through bi-weekly virtual sessions. These sessions will include; a focus on self-care, building social connectedness and strengthening relationships, and mental health. The project will also address the social determinants of health by facilitating bi-weekly access to a food bank as necessary, and linkage to primary health care and ongoing virtual mental health support.

### **Key Responsibilities:**

- Supervise and coordinate peer facilitators
- Support the design of workshops facilitated by Peer Facilitators and support implementation
- Support the delivery of interactive workshops in impacted community
- Participate in workshop debriefing meetings with Peer Facilitators
- Participate in continuous learning and capacity building (i.e. crisis intervention, virtual facilitation, etc.)
- Coordinate and schedule zoom trainings and workshops
- Participate in outreach and engagement activities engaging Black Trans and Non-Binary People
- Coordinate activities that encourage engagement and discussion around the impact of the social determinants of health
- Coordinate access to; food bank, primary health care providers and virtual mental supports as needed
- Create social media account(s) for the project for promotion and community engagement



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- Create promotional materials (i.e. posters, social media posts, email, etc.)
- Monitoring expenses and management of budget (i.e. distribution of honoraria, tokens, and reconciliation)
- Coordinate volunteers as needed
- Monitoring and oversee the evaluation process of the project and prepare final project report to funder
- Administer deliverables as specified by the project

## Skills and Qualifications

- Minimum 2 years of demonstrated experience working with Black Trans and Non-Binary community
- Experience in program development, implementation, monitoring and evaluation
- Demonstrated ability to work independently, cooperatively and constructively within a multidisciplinary team environment
- Exceptional facilitation skills
- Proficient in organizing and prioritizing workload in a fast-paced environment
- In-depth understanding of barriers of care for those who are Black Trans and Non-Binary People
- Strong organization and time management skills
- Experience working in community settings, using health promotion/community development approaches
- Excellent interpersonal, verbal and written communication skills
- Knowledge of budget and financial management systems
- Proficiency in use of computer technology, including MS Office programs, social media platforms, and database management
- Experience with virtual meeting platforms (i.e. Zoom Meeting, GotoMeeting, Google Meet etc.)
- Experience with quantitative and qualitative evaluation is an asset
- Knowledge of languages other than English is an asset.

This is mainly a **remote position** whereby the individual will work from home using virtual methods, and will stay in close contact with the WHIWH team and management using zoom. However, the individual will have the opportunity to access the office space when necessary. The position will require use of and access to computer and telephone/smartphone.

## **APPLICATION DEADLINE: October 30<sup>th</sup>, 2020**

Please forward your resume and cover letter with subject line: “Peer Project Coordinator” to the attention of:

Natasha Lawrence  
By e-mail to: [natasha@whiwh.com](mailto:natasha@whiwh.com)

***We encourage individuals from African, Caribbean and Black Trans and Non-Binary people to apply for this project. We thank all candidates for applying, however, only those selected for an interview will be contacted.***



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