



Job Posting – The Technical Writing and Data Management Coordinator

Department	Egale Youth Outreach
Reports to	Program Manager
Posting type	Internal/External
Term	Temporary – Summer Term
Level / Salary range	Experience
Location	489 Queen Street East
Application deadline	Open until filled
Apply by	jobs@egale.ca – Note Job Title in Subject Line

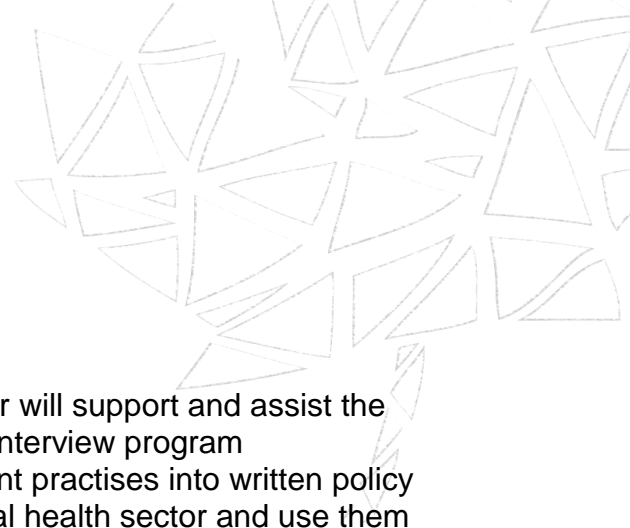
Our Organization...

Egale Canada Human Rights Trust (Egale)'s vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia and all other forms of oppression so that every person can achieve their full potential, free from hatred and bias. The acronym LGBTQI2S references all people with diverse gender identities and experiences of attraction (sexual orientation), including those who identify as lesbian, gay, bisexual, trans, queer, questioning, intersex, or Two Spirit.

Our Team...

Our work, individually and collectively, is guided by a set of six commitments which are at the very heart of everything we do:

- Integrity** - We Lead with Integrity
- Diversity** - We Embrace Diversity
- Growth** - We Foster Growth
- Learning** - We are Always Learning
- Collaboration** - We are Stronger Together
- Intention** - We Act with Purpose



Job Description

The Technical Writing and Data Management Coordinator will support and assist the Egale Youth Outreach team. Their main focus will be to interview program management and identified program staff, translate current practises into written policy and procedures, and research current trends in the mental health sector and use them to inform policies requested by the organization.

Duties and Responsibilities

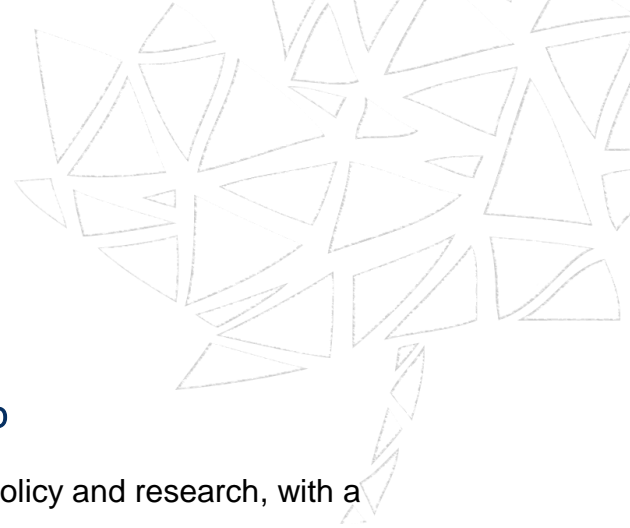
- Conduct staff interviews in order to understand current practices
- Perform research in order to compare current practices to industry standards and norms
- Write policies and procedures that will become the basis for process manuals for various work streams
- Attend meetings, take minutes, and follow through with logistical support of resulting tasks
- Assist with special projects as needed
- Provide day-to-day administrative support as needed
- Other duties, as directed

Conditions of Employment...

This job will be part of the Canada Summer Jobs Program. As per the requirements of the program, youth hired need to meet the following criteria. Please ensure you review the below before applying.

Candidates must be or have:

- between 15 and 30 years of age at the start of employment
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Has a valid Social Insurance Number at the start of the employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations



We Are Passionate About Finding Someone Who

- Has an educational background or experience in policy and research, with a focus on not-for-profits
- Has a proven record of technical writing skills and the preparation of policy and procedures documentation and reports
- Has excellent communication skills
- Is sensitive to delicate subject matters - understanding of the challenges faced by marginalized populations is an asset, specifically within the LGBTQI2S population
- Is able to work independently and with limited direction
- Is an excellent team player with demonstrated leadership skills
- Is able to handle multiple priorities and deliver results in tight deadlines

We'd Like You To Know...

Applications will be considered as they are received until the position is filled. While we thank all candidates for their application, only those selected for an interview will be contacted.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require an accommodation (including alternate format materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Egale's Statement on Employment Equity and Diversity

Egale Canada Human Rights Trust is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

www.egale.ca
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Join Our Team and Be Part of Our Mission!

To put forward your candidacy, please submit a cover letter and resume to:

Egale Canada HR Department

jobs@egale.ca

Please specify position title in subject line.