

Program Lead

Ask Women Anything

Title: Project Manager

Employment type: Contract, part-time (nine months)

Location: Ottawa, ON (Remote work)

Immediate Supervisor: Founder Ask Women Anything

Contract amount: \$25,000 for the 9-month contract; expect 45 to 60 hours a month to carry out this work

Application Deadline: July 7, 2023; 11:59pm EST

About Ask Women Anything

Ask Women Anything is a feminist program that invites panels of women and 2SLGBTQQIA+ folks to share their expertise in a warm, inviting atmosphere. We take a trauma-informed, intersectional, and anti-oppressive approach to this work. The program, originally launched under the Media Action umbrella, has been in existence for about ten years.

Ask Women Anything, in partnership with the Ottawa Coalition to End Violence Against Women (OCTEVAW), received a grant for the 2023-2024 year to jumpstart a more sustained programming.

SCOPE OF THE POSITION:

The Program Lead will lead the program.

AWA promotes feminist and anti-oppression principles. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. *If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures we can take to make this process accessible and support your meaningful participation.*

MAJOR RESPONSIBILITIES:

- Develop (or propose) themes for monthly panel presentations.
- Secure panelists with the expertise to speak to these themes in a public, interactive forum.
- Support preparation of a report at the end of the year.
- Support growing the audience for these events, reaching new folks and communities.
- Work with the project founder and OCTEVAW to plan the panels, approximately one per month (not including July, August, and December) until March 31st, 2024. This involves:
 - Inviting potential panel participants;

- Coordinating the panels with the panelists and partners;
- Coordinating public promotion and event registration;
- Organizing the panel on-site (and online if it's a hybrid event);
- Distributing a feedback survey post-event; and
- Introducing the panels and wrapping them up.
- Support some financial administration, like arranging panelist honoraria and expense reimbursements.
- Represent the AWA program at events in Ottawa.
- Seek out potential funding opportunities to keep the program going after March 2024.
- Other relevant duties that AWA may ask you to do from time to time.

REQUIRED EXPERIENCE, KNOWLEDGE & SKILLS:

- Understanding or awareness of the Ottawa social policy landscape.
- Commitment to changing Ottawa residents' understanding of key issues.
- Passion for social justice.
- Anti-racist, anti-oppressive and equity, diversity and inclusion-focused approach to working.
- Are excited about engaging with audiences in public.
- Enjoy writing and creating compelling content
- Previous experience in grant writing is an asset
- Organized
- Creative

ABOUT YOU:

You are excited about this program; have been to an event (hopefully but not mandatory); can see the potential for change in the Ottawa community through this type of dialogue.

You can work and make progress on your own, with guidance from the project founder.

You have experience in writing funding proposals; or you have an understanding of how they work and are willing to learn.

You can demonstrate that you can do this work effectively by the things you have done in life, your community, your education, your knowledge, or some combination of all of these.

Comfort and excitement about engaging audiences in public settings is an asset.

TO APPLY, please submit a video, voice recording, or resume or anything else that represents you and your experience best, to info@askwomenanything.com.

The application deadline is July 7, 2023, at **11:59 PM (EST)**.