



Middlesex London Network to End Gender-Based Violence and Violence Against Women ("The Network")

Job Description/Posting: Middlesex London Network to End Gender-Based Violence and Violence Against Women Committee Coordinator

Position Title	Middlesex London Network to End Gender-Based Violence and Violence Against Women Committee Coordinator
Nature of Employment	Part-Time/Permanent 10 hours/week
Reporting to	Middlesex London Network to End Gender-Based Violence and Violence Against Women Committee Co-Chairs
Location	Middlesex-London, Remote, with some travel required
Compensation	\$32.24/hr plus HST

Organizational Overview

The Middlesex London Network to End Gender-Based Violence and Violence Against Women ("The Network") is a provincially funded Coordinating Committee, focusing on ending gender-based violence and violence against women.

The Network does this work by connecting non-profit leadership throughout the Middlesex-London region, engaging in productive, action-oriented discussion, planning, evaluation and communications to further the cause of ending violence.

The Network's focus is on the Middlesex-London region, with a broader understanding of how our community is connected to the provincial landscape.

Role Summary

The Network's Coordinator is a role that is meant to help facilitate and execute the functions of the committee. This role is focused on strengthening relationships, identifying opportunities for collaboration, crafting, planning and executing plans regarding ending gender-based violence and violence against women, and communicating the work of The Network to community, funders and others.

Key Responsibilities



Membership Coordination

- Support onboarding new members to The Network
- Manage and organize dues payments for membership
- Develop and maintain regular communications with the membership

Network Coordination

- Participate in meetings, gatherings, learning opportunities identified as useful, supportive and critical to The Network's mission
- Attend any and all relevant Network meetings, sub-committee meetings, provincial meetings/roundtables/committees

Engagement, Development and Advocacy

- Engage and support in advocacy initiatives
- Build and maintain strong, respectful relationships with diverse member organizations and community partners, including Indigenous organizations and rural serving partners across the Middlesex-London region

Communications

- Maintain and manage The Network's website and social media platforms
- Create content for website and social media, relevant to The Network's work and membership
- Lead the data collection, crafting/writing, launch of the annual Snapshot (document giving Middlesex-London statistics regarding gender-based violence and violence against women)
- Maintain regular communication with The Network's membership (updates, newsletters, etc.)

Other

- Support in organizing all aspects of Network meetings (committees, executive, general membership), including setting dates, locations, accommodations, speakers, agendas, minutes, etc.
- Participate in annual reconciliation
- Lead annual budgeting, reconciling and liaising with member agency during audit
- Participate in funding decisions, source new funding, help manage the budget
- Perform other duties as assigned

Qualifications

Education

- Degree in a relevant field OR equivalent combination of experience; Specific training in education, communications and gender-based violence/violence against women is also highly desirable.



Experience

- Minimum of three years in the not-for-profit sector, ideally in social service organizations.
- Demonstrated portfolio of experience in operational management; staff oversight and support; financial management and fundraising; and community, government, and media relations.
- Demonstrated commitment and awareness of the organization's mission and values, including a commitment to centering anti-oppression, anti-racist feminist perspectives.
- An ability to support and manage collaborative work across a multi-member organization with diverse stakeholders and contribute to organizational growth and sustainability.
- Able to build and maintain strong relationships with stakeholders, including member organizations, funders, and community partners. Some experience and understanding of budgets and financial reporting
- Excellent oral and written communication skills
- Excellent interpersonal skills and ability to work independently.

Other

- Criminal Record Check with Vulnerable Sector Screening required.
- Able to work flexible hours, including some evenings and weekends.
- A valid driver's license and vehicle access is a requirement.

Application Deadline: July 31st, 2026, projected start date of September 8th, 2026 (negotiable)

Please submit a cover letter and resume to Suzie Hagan at SuzieH@anovafuture.org

We will be reviewing applications on a rolling basis, so early submissions are strongly encouraged.

If you require any accommodation, please contact Suzie directly. The Network will make reasonable accommodations to enable all applicants to participate in the recruitment process.