



Sexual Assault Support Centre of Waterloo Region

151 Frederick Street, Suite 201
Kitchener, ON N2H 2M2
Business: 519.571.0121
Fax: 519.571.0522
Website: www.sascwr.org

24 Hour Crisis & Support Line

519.741.8633

Employment Opportunity: Office Coordinator

The Sexual Assault Support Centre of Waterloo Region is accepting applications for a Maternity Leave, Part-Time Office Coordinator position. 21 hours/week. We are a feminist non-profit organization working to end sexual violence against women and children and to support female survivors and their families in Waterloo Region.

Key Responsibilities: The successful applicant will provide administrative support for the program coordinators, Counselors, Board of Directors, committees, and volunteers including typing, filing, correspondence, reports, meeting minutes, data entry, forms, word processing, and graphic design. Job description available at www.sascwr.org.

Qualifications & Skills required:

- Graphic design skills (primarily Adobe Illustrator)
- Basic knowledge of Dreamweaver for website updates
- Exceptional organizational and interpersonal skills
- Exceptional computer and technology knowledge
- Understanding of the issue of violence against women and children
- Crisis intervention, support and advocacy for women

Women of colour, First Nations, immigrant women, LGBTQ women, women with disabilities and women reflecting the diversity of our community are especially encouraged to apply.

Please forward resume and cover letter by 4 pm on Thursday February 11th, 2010

ATTN: Hiring Committee
SASC
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Kitchener, ON N2H 2M2
info@sascwr.org
Fax: 519-571-0522