



# Stakeholder and Engagement Coordinator

*(temporary, part-time position)*

**Organization:** Women Speak Up

**Location:** Hybrid (Ottawa or Toronto)

**Position Type:** Part-time contract until March 31, 2027

**Compensation:** \$30 per hour, plus mandatory MERC contributions (CPP and EI)

**Hours:** 20-25hrs/week (flexible)

**Reports to:** Chief Operating Officer

## Who We Are

At Women Speak Up, we make space for women to use and amplify their voices towards personal growth and community change. The mission of Women Speak Up is to give women the tools and practical opportunities to use their voices with confidence, sharing their extraordinary stories within a supportive environment. We are dedicated to developing women for maximum positive impact at home, at work, in business, and in the community. Four key programs areas drive our work: storytelling, coaching, community connections, and purposeful living. Our core values are truth, courage, openness, and patience. We provide the forum, information, strategies, and network of support that will help women to live purposefully and take actions that are in alignment with their values or what matters most to them. We have the privilege to nurture a vibrant community of women in the City of Ottawa and a growing community of women also in the City of Toronto. To learn more visit: [www.womenspeakup.ca](http://www.womenspeakup.ca)

## Job Summary

Women Speak Up is seeking a community-minded Stakeholder Engagement Coordinator to strengthen relationships with female youth aged 18–25, post-secondary institutions, and community partners while supporting programs that help young women build confidence, leadership, and advocacy skills. This role connects the organization’s storytelling and advocacy mission with practical engagement strategies that are responsive to the realities of female youth in Ottawa and Toronto.

The Stakeholder Engagement Coordinator leads outreach, partnership development, and youth-centered programming that amplifies the voices of female youth aged 18–25. Working with the Youth Coordinator, the role supports the growth of the Youth Arm and the Emerging Leaders Advisory Hub;

helps translate ideas into community-based action; and ensures programs remain inclusive, relevant, and grounded in Women Speak Up's nonprofit mission.

## **Key Responsibilities**

### *Program and Engagement Coordination*

- Coordinate youth engagement activities, workshops, forums, and mentorship opportunities that support confidence-building, civic engagement, and leadership development.
- Support the planning and facilitation of youth-led spaces where participants can share experiences, strengthen advocacy skills, and contribute to program design.
- Develop practical resources and engagement tools that help participants navigate systemic barriers and build personal and professional skills.
- Manage digital and in-person engagement initiatives that encourage participation from youth and community stakeholders.

### *Stakeholder and Partnership Development*

- Build and maintain relationships with colleges, universities, student groups, community organizations, and private and public sector partners that align with the organization's mission.
- Identifies opportunities for collaboration, student engagement, mentorship, and work-integrated learning.
- Lead and support partnership activities across Ottawa and Toronto, ensuring engagement approaches reflect the needs of each local community.

### *Youth Advisory and Insight Development*

- Recruit, coordinate, and support a diverse Emerging Leaders Advisory Hub that provides input into programs, outreach strategies, and emerging priorities.
- Coordinate the gathering of feedback from participants, partners, and youth advisors to identify needs, strengthen programming, and improve the participants' experience.
- Use data on engagement trends, summarize key insights, and share recommendations to support planning and continuous improvement.

### *Strategic Growth and Representation*

- Contribute to outreach strategies that expand the organization's visibility, partnerships, and youth participation.
- Represent Women Speak Up in community meetings, campus spaces, and public-facing events in a professional and accessible manner.
- Help ensure that programs and partnerships remain aligned with the organization's mission, values, and commitment to inclusive community impact.

## **Qualifications**

### *Experience and Education*

- Bachelor's degree in social sciences, community development, public policy, or a related field, or an equivalent combination of education and experience.

- Additional training in public relations, project management, stakeholder engagement, and conflict resolution/community facilitation.
- 3–5 years of experience in community engagement, stakeholder relations, public outreach, program coordination, advocacy, or nonprofit work.
- Experience working with diverse communities, including marginalized or underrepresented groups, is strongly preferred.
- Experience planning or supporting events, consultations, workshops, or roundtables, and building partnerships with community groups, public agencies, donors, volunteers, or post-secondary institutions is an asset.
- Experience writing reports, engagement summaries, newsletters, or other communications materials is preferred.

### **Knowledge and Skills**

- Understanding of gender equity, intersectionality, and the barriers affecting young women and female youth aged 18–25 in community and educational settings.
- Strong communication, facilitation, public speaking, and relationship-building skills.
- Ability to manage multiple stakeholders and priorities in a collaborative nonprofit environment.
- Strong organizational and project-coordination skills, with the ability to work independently and follow through on multiple activities.
- Proficiency with digital engagement and administrative tools, including Microsoft Office or Google Workspace, social media platforms, email marketing tools, and CRM systems.
- Strong judgment, empathy, and a mentorship-oriented approach to working with diverse communities.

### **Working Conditions:**

- Work is hybrid; 10-15% travel required, with a minimum of (1) day per week in person at the Women Speak Up’s office in Ottawa/Toronto, and the remainder of time working in a home office environment.
- **Terms & Conditions:** Contract/part-time, (9 months)
- **Location:** Ottawa/Toronto. A stable internet connection is required for remote work where applicable.
- **Deadline to apply:** June 15, 2026, at 11:59pm. We are ideally looking to fill this role ASAP.
- **How to apply:** We invite you to submit your resume and a cover letter to: [wsu\\_adm@outlook.com](mailto:wsu_adm@outlook.com) using the subject line “Stakeholder and Engagement Coordinator”
- *Must be legally authorized to work in Canada.*

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

We are an equal opportunity employer and welcome applications from candidates of all backgrounds and experiences. If you need accommodation at any stage of the recruitment process, please tell us, and we will do our best to work with you to meet your needs.