



# Project Assistant (Consultant)

*(temporary, part-time position)*

Organization: Women Speak Up (Ottawa, ON) — Hybrid (Remote & in person)

Position Type: Part-time Contract (until March 31, 2027)

Compensation: \$21/hour (consultant to remit own taxes to CRA)

Hours: 20-25hrs/week (flexible)

Language: Fluent English (Bilingual in French and English is an asset)

## **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 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**

The Project Assistant supports the coordination, delivery, and reporting of Women Speak Up's initiatives funded through the Women and Gender Equality Canada (WAGE) Women's program. The role ensures that all activities, documentation, and communications meet federal funding requirements while advancing WSU's mission to empower women through storytelling, leadership, and community engagement.

## **Key Responsibilities**

### *Project Coordination*

- Support day-to-day coordination of funded activities, ensuring timelines, deliverables, and milestones are met.

### *Administrative Support*

- Maintain organized records, meeting notes, participant files, and project documentation in alignment with funder's compliance standards.

- Support scheduling, registration, venue coordination, materials preparation, and day-of logistics for WSU events.

### *Data Collection & Reporting*

- Collect attendance, evaluation data, and participant feedback.
- Assist in preparing quarterly and annual project reports.

### *Financial Tracking*

- Support expense tracking, receipt collection, and budget monitoring to ensure alignment with approved project budgets.

### *Stakeholder Engagement*

- Support communication with community partners, facilitators, volunteers, and participants.

### *Compliance & Documentation*

- Ensure project activities follow funder's guidelines, including accessibility, inclusion, and GBA Plus principles.
- Maintain accurate and complete project documentation for audit and reporting purposes.

## **Core Competencies**

- Attention to Detail: Ensures accuracy in documentation, reporting, and financial tracking.
- Cultural Sensitivity: Works respectfully with diverse communities and identities.
- Problem-Solving: Anticipates challenges and supports smooth project delivery.
- Professionalism: Maintains confidentiality and represents the organization with integrity.
- Organization & Time Management: Manages competing priorities effectively.
- Complete other duties as assigned

## **Qualifications**

- Bachelor's degree or college diploma in business administration, project management, or a related field.
- Project management certification (e.g., CAPM) is an asset.
- 2–3 years of experience in project coordination, administration, or community-based program support.
- Strong organizational skills and ability to manage multiple tasks and deadlines.
- Ability to manage spreadsheets, track budgets, and maintain documentation.
- Excellent written and verbal communication skills.
- Comfort with digital tools such as Google Workspace, Excel, Canva, and CRM systems.
- Attention to detail and a problem-solving mindset.
- Understanding of gender equity, intersectionality, and trauma-informed approaches.
- Experience with grant-funded projects is an asset.
- Ability to work collaboratively within a small, mission-driven team.

## **How to Apply**

Submit your resume and cover letter to: [wsu\\_adm@outlook.com](mailto:wsu_adm@outlook.com)

Deadline for application/Closing: June 8, 2026 at 11:59pm

Must be legally allowed 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 require accommodations at any stage of the recruitment process, please let us know, and we will do our best to work with you to meet your needs.*