



## INTERNAL/EXTERNAL JOB POSTING

**Position:** Menstrual Equity Project Coordinator

**Job Type:** Part-time (21 hours/week), Hybrid, July 2026–February 2027. This is a temporary position covering maternity leave, expected to last approximately one year.

**Reports to:** IWSO Executive Director

**Salary:** \$ 31 per Hour, a comprehensive benefits package, and a generous leave entitlement

**Application deadline:** June 2, 2026

### About IWSO

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women. IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

### Position Summary

Menstrual Equity for Immigrant and Racialized Women is a new initiative designed to address period poverty and improve equitable access to menstrual products and menstrual health education for low-income, immigrant, and racialized women in Ottawa.

The Menstrual Equity Project Coordinator will be responsible for planning, coordinating, and implementing this project. This role will focus on partnership development, awareness and education activities, and the distribution of free menstrual products in a culturally sensitive and accessible manner. The coordinator will work closely with internal teams, community partners, and clients to ensure the project meets its objectives and promotes dignity, health, and equity.

### Main Responsibilities

- plan, coordinate, and implement the Menstrual Equity Project in accordance with approved funding agreements, timelines, and budgets.
- Develop and manage project work plans, milestones, and deliverables to ensure project objectives and

outcomes are achieved.

- Establish and maintain partnerships with community organizations and suppliers.
- Design, implement, and deliver culturally responsive menstrual health education and awareness activities that reduce stigma and improve knowledge.
- Oversee the procurement, inventory management, and equitable distribution of free menstrual products to eligible immigrant and racialized women.
- Ensure project activities are accessible, trauma-informed, culturally sensitive, and aligned with IWSO's equity and inclusion principles.
- Monitor project progress, collect quantitative and qualitative data, and evaluate outcomes.
- Prepare accurate and timely reports, documentation, and updates required by funders and the Executive Director.
- Engage directly with program participants to gather feedback and improve service delivery.

### **Qualifications**

- Post-secondary education in Social Work, Community Development, or an equivalent combination of education and experience.
- Minimum of 2–3 years of experience coordinating or managing community-based programs or projects.
- Demonstrated experience working with immigrant, refugee, and/or racialized communities using an anti-oppressive, trauma-informed, and culturally responsive approach.
- Knowledge of menstrual health, gender equity, or poverty-reduction initiatives is an asset.
- Ability to work respectfully with sensitive topics and maintain confidentiality.
- Experience developing and delivering workshops or awareness activities.
- Strong project management skills, including planning, implementation, monitoring, and reporting.
- Ability to work in a multi-disciplinary and multicultural team environment.
- Knowledge of computer applications and database software, Zoom, video conferencing, Microsoft 365, and other work-related software.
- Strong partnership-building and stakeholder engagement skills.
- Excellent interpersonal communication (spoken and written) and problem-solving skills.
- Excellent verbal and written communication in English; additional languages are an asset.
- Must be legally entitled to work in Canada.
- Must possess a valid Police Record Check for Vulnerable Sector.

### **APPLICATION PROCESS**

**Qualified candidates are invited to submit a cover letter and résumé by **June 2, 2026, 6:00 PM.****

**Interested candidates can apply online using the link below:**

<https://immigrantwomenservices.bamboohr.com/careers/27>

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.

IWSO is committed to providing accommodation throughout the recruitment process. If you require accommodation at any stage, please contact us at [infomail@iwsoc.ca](mailto:infomail@iwsoc.ca), and we will work with you to meet your needs.