



P.O. Box 895
Peterborough ON K9J 7A2
Phone: (705) 748-1680 Email: info@kwic.info
FB: KWICPeterborough Twitter: KWICnews

KWIC Job Posting: Program and Outreach Coordinator

Application Deadline: Accepting applications on a rolling basis

KWIC is seeking a responsible, motivated Program and Outreach Coordinator with:

- Passion for social and climate justice education and programming
- Dedication to youth mentorship and community building
- 1-2 years experience coordinating programs from conceptualization through to implementation preferably within the not-for-profit sector
- Demonstrated initiative, creative problem solving and research skills, with an eye for detail
- Excellent project coordination, collaborative team working, attention to detail and multi-tasking skills

Sounds like you? Keep reading!

This position is funded by Nature Canada's Work to Grow Program, successful applicants must be:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Position Summary

Position Title: KWIC Program and Outreach Coordinator

Work Term: Part time, 12 months and renewable annually, successful performance evaluation and funding permitting.

Schedule/Hours: 17.5 hours per week. Some evening and weekend work may be required.

Starting Salary: \$20/hr

Desired Start Date: August 31, 2026 (flexible)

Reporting To: KWIC Executive Director

Location: Hybrid work from home and from our office at Trent University. KWIC is based in Peterborough/Nogojwanong, Ontario on the traditional territory and ongoing treaty lands of the Michi Saagiig Nishnaabeg including the First Nations of Alderville, Curve Lake, Hiawatha, Scugog Island, Rama, Beausoleil, and Georgina Island.

About KWIC



kwic
Kawartha World Issues Centre
Connecting for Change

P.O. Box 895
Peterborough ON K9J 7A2
Phone: (705) 748-1680 Email: info@kwic.info
FB: KWICPeterborough Twitter: KWICnews

The Kawartha World Issues Centre (KWIC) is an award-winning, small not-for-profit and registered charitable organization that connects people to global issues and local initiatives that change how we understand the world and foster equitable and sustainable communities.

We make change happen through three key program areas: Community Education, Youth & In School Programs and Umbrella Support for Small and Emerging Community Initiatives. We explore global-local issues from an intersectional approach. KWIC strives to operate from a philosophy of harm reduction and is committed to working from within an anti-oppressive, anti-racist, decolonizing framework that is trauma-informed and values cultural humility and inclusiveness.

You can find more about KWIC's charitable purpose, programs, staff and volunteers by visiting our website: <https://kwic.info/>

About the Role

The KWIC Program & Outreach Coordinator, working closely with the Executive Director and KWIC team, is responsible for designing and delivering KWIC programming with a focus on our community programs, including annual programs and events, workshop development and delivery, supporting contract and student staff and volunteers and assisting with communications on behalf of the charity as needed.

Roles and Responsibilities

Program and Workshop Development, Implementation and Evaluation (65%)

- Lead programs from conceptualization through to implementation, including development, coordination and delivery of KWIC Programs, workshops and events, working closely with the KWIC staff-volunteer team and/or community partners. Examples of upcoming programs include:
 - Climate Kinship - Outreach, workshop development and delivery
 - Dis-Orientation Programming
 - International Women's Day 2027
 - KSAC Take back the night
 - Other programming as needed
- Support other KWIC programming including Youth and In School Programming, KWIC EYE Centre programming or Umbrella groups programming
- Coordinate/represent KWIC at Trent or community outreach events, meetings and conferences, as appropriate and in consultation with ED
- Ensure that program data is captured using meaningful evaluation tools; prepare project reports as required
- Compile, record and support analyzing all program data incl. quantitative (outreach to youth, groups, teachers, etc.) and qualitative (written feedback, testimonials, etc.)
- Other tasks as assigned



Communications (15%)

- Oversee and develop social media for promoting programs and events, including creating and posting as needed
- Support with creating and posting other social media content as assigned (ex. days of importance, etc.)
- Update KWIC website as needed
- Support the development and distribution of electronic or print communication, including print posters, Eventbrite, newsletters, etc.

Volunteer Program (10%)

- Act as a welcoming point person for new volunteer inquiries and assess opportunities with the direction of the ED
- Coordinate/update volunteer orientation and training materials, as needed

Administration (10%)

- Assist with financial processes including preparing cheque requisitions with appropriate back up, with support from the Administration Coordinator/ ED
- Support the Resource Centre Coordinator including maintaining scheduled hours at the KWIC E.Y.E. Resource Centre
- Ensure KWIC tracking document for work hours and activities is kept up to date
- Participate in regular team meetings using a shared leadership model
- Other tasks as assigned

Key Characteristics and Skills

- Strong project and program coordination
- Genuine interest and ability to work respectfully, reflectively, and collaboratively with a diverse team of staff and volunteers
- A collaborative working style and enthusiasm for building partnerships
- Strong attention to detail and ability to juggle multiple priorities at once
- Excellent communication skills
- Demonstrated ability to problem solve
- Strong Initiative
- Demonstrated knowledge and commitment to social and environmental justice

Qualifications

- 1-2 years experience coordinating programs preferably within the not-for-profit sector;
- Experience in delivering community programming
- Experience with workshop development and delivery
- Education in a related field

Compensation & Perks

- **Salary: \$20 per hour**
- **Professional Development:** KWIC provides staff with relevant professional development opportunities and encourages staff to bring suggestions forward



kwic
Kawartha World Issues Centre
Connecting for Change

P.O. Box 895
Peterborough ON K9J 7A2
Phone: (705) 748-1680 Email: info@kwic.info
FB: KWICPeterborough Twitter: KWICnews

- **Paid Vacation:** 2-weeks vacation and 1 week closure during December shutdown/Christmas & New Years
- **KWIC Holidays:** June 21st National Indigenous Peoples Day
- **Other Paid Leave:** 5 Sick Days | 3 Personal Leave Days

How to Apply

Qualified candidates are invited to submit the following materials in a single PDF file to margaret@kwic.info with the subject line "Program and Outreach Coordinator": 1. Cover Letter 2. Current Resume and 3. Two References

You will receive an email response confirming that your application has been received. We are grateful for the expression of interest and time in applying to this posting, however, we will follow up only with candidates selected for the interview process. *Please advise us at this time if you require accommodation during the application and interview process.*

KWIC invites applications from all qualified individuals. KWIC Is committed to a diverse and equitable workplace and welcomes applications from Indigenous people, People of Colour, newcomers and immigrants, members of the 2SLGBTQ+ community, people of all genders and abilities, and members of other under-represented communities to apply. We encourage applicants to self-identify if they wish to do so. We commit to making reasonable accommodations for those needing additional support and/or with disabilities, including during the interview process.

KWIC strives to operate from a philosophy of harm reduction and is committed to working from within an anti-oppressive, anti-racist, decolonized framework that is trauma-informed and which values cultural humility and inclusiveness.