



Inspiring all girls
to be strong,
smart, and bold

**GIRLS
INCORPORATED**
of Limestone,
Algonquin, and
Lakeshore



1040 Gardiners Road
Kingston, Ontario
K7P 1R7

250 Sidney Street
Belleville, Ontario
K8P 3Z3

Phone: (613) 542-9202
Fax: (888) 542-9250
admin@girlsinclimestone.ca
www.girlsinclimestone.ca



United Way

Hastings &
Prince Edward

Kingston, Frontenac
Lennox & Addington

Girls Inc. Employment Opportunity Program Coordinator – Hastings & Prince Edward Counties

Girls Inc. is a non-profit, registered charitable organization devoted to supporting the needs and interests of girls and young women across four counties in the greater Kingston and Belleville, Ontario communities. We offer a comprehensive approach that addresses all aspects of a girl's life. This includes preparing girls to achieve academically, to be economically independent, and to know and stand up for their rights. More information about Girls Inc. can be found on our website at www.girlsinclimestone.ca.

We are currently seeking a new team member in H&PE who is a skilled independent worker, enjoys collaboration with coworkers and outside agencies, and is excited about working with our demographic to improve opportunities and outcomes for girls and young women.

Qualifications and Experience:

- Post-secondary education in Social Service Work, Child and Youth Care, Behavioural Science Technician, Behavioural Psychology, or an equivalent field is required
- Successful completion of a CPIC including Vulnerable Sector Check is required
- Valid driver's licence and regular access to a vehicle is required
- Prior experience working with children and/or youth is required
- Prior experience coordinating programs/projects is an asset
- CPR, First Aid, ASIST, ACE Training, and High Five certifications are assets
- Knowledge of the impact of gender inequity and social issues effecting girls and residents across H&PE is an asset

Position Summary:

- Full-time Program Coordinator position at 30 hours per week
- Contract position with likelihood of ongoing work
- Contract period is March 21, 2022, to March 31, 2023
- Hourly rate of \$22.04

Job Duties:

Under the supervision of the Girls Ed Program Manager, the successful applicant will coordinate, plan, and facilitate programs for participants in grades one through twelve in both virtual and in-person program settings. Regular travel throughout the Hastings and Prince Edward Country area, and occasional travel to support programs in KFL&A, is required.

How to Apply:

Please send your cover letter and resume to justinemarchand@girlsinclimestone.ca. Please do not mail or deliver printed applications. We wish to thank all applicants for their interest in supporting the work of Girls Inc. in our community! Please note that only those individuals selected for interview will be contacted.

Girls Inc. Limestone is committed to employment equity and diversity. We encourage members of designated groups to apply and self-identify.

Girls Inc. Limestone welcomes all girls regardless of their assigned sex at birth. This includes those who are exploring their gender identity or expression during their time at Girls Inc. For more information, please see our [Human Resources Policy Statement](#) and the [Girls Inc. National Position Statement on Gender Identity](#).