



**ONTARIO EMPLOYMENT EDUCATION &  
RESEARCH CENTRE**

720 Spadina Avenue, Suite 223  
Toronto, ON M5S 2T9  
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May 6, 2016

**Full time Experienced Organizer to support Caregivers' Action Centre  
Full time position (11 month contract; to be renewed pending funding)**

The OEERC is seeking an experienced Organizer to support the work of one of our grassroots partners, the Caregivers' Action Centre.



The Caregivers' Action Centre (CAC) is an organization of current and former caregivers that is committed to improving the lives and working conditions of caregivers. CAC believes that people who are directly affected by the Caregiver Program should provide leadership in the struggle for fairness and dignity for caregivers.

Over the next year, CAC will address problems with the federal Caregiver Program and respond to government proposals to change the Caregiver Program. On a provincial level, CAC will continue to work for improvements to labour laws affecting caregivers. Through this work, CAC will continue to outreach to and provide support for caregivers.

**Summary of work areas**

- Plan and implement outreach and organizing campaigns.
- Build organizational capacity by outreaching to caregivers and allies
- Build relationships with caregivers that contact the CAC (phone, email) and provide appropriate information and referrals
- Coordinate skills development and leadership training for CAC members
- Organize and co-ordinate meetings, community forums and ongoing communication with members and community partners;
- Participate in research, policy development and organizing campaigns for immigration and labour reform
- Develop appropriate educational and social media tools

**Skills and Experience**

- Demonstrated knowledge of the caregiver program
- Demonstrated knowledge of immigration and labour laws affecting caregivers
- Demonstrated experience providing information, referral, advocacy and support with women, immigrant workers or low-wage workers, ideally when addressing workplace and immigration issues;

- Ability to develop workplans, meet deadlines and work collaboratively with members
- Demonstrated experience supporting leadership development and building capacity with women, racialized communities, immigrant workers or low-wage workers, ideally on workplace issues
- Experience using web based tools for communication such as Word Press, Mail Chimp, Twitter, Facebook is an asset;
- Demonstrated ability to work independently and collectively
- Strong planning and organization skills with ability to prioritize

**Ability to work flexible hours is essential. Some evening and weekend work is a requirement of the job.**

**Submit cover letter and resume by fax, mail, or drop-off before 5 pm, Wednesday May 25, 2016 to:**

Hiring Committee  
OEERC/Caregivers' Action Centre  
720 Spadina Avenue, Suite 223  
Toronto ON M5S 2T9  
**Fax 416-533-0107**