



We are recruiting for Willow Youth Network!

Are you a young leader passionate about empowerment, equity, education, and have an interest in leading a non-profit organization? We are a group of individuals with the goal of equipping young people with tools to be effective and intentional change-makers in life. If yes, we have the position for you!

Willow Youth Network is seeking a DIRECTOR of FINANCE. Please note this is a voluntary position and does not include compensation at this time. All director positions are considered remote and do not require any in-person activities.

Willow Youth Network as an organization acknowledges its white-centric history, as well as the current lack of representation of Black, Indigenous and racialized people. We encourage individuals with diverse gender and sexuality experiences, those of any and all abilities, and anyone with experience in the ranging socioeconomic ladder to join as well. We would like to invite those in the margins of, including but not limited to, race, (dis)ability, socioeconomic status, gender and sexual orientation. We would also like to flag that institutionalized education is not a requirement, as we recognize the systems of privilege related to it. We value lived experience over that of learned knowledge.

What is the Willow Youth Network?

WYN is an organization run by young leaders, for young leaders. We are a registered non-profit that is built for anyone: cis and trans women and men, non-binary and gender-non-conforming folx, and any person who is comfortable in a space that centres around the experiences of identifying as a leader in promoting gender equity. Through diverse mediums, we aim to educate and create discussion surrounding current societal themes for young individuals. We aim to foster a safe, non-judgmental, and supportive space to learn and engage together. Our focuses are on youth engagement, discussion-based learning, independent growth and development, self-esteem, mental and physical wellness, and equipping ourselves with tools to become change-makers in life.

We focus on many topics, including gender barriers, self-care, global relations, media and advertising, the environment, mental well-being, gender diversity in STEM, empowerment and pride, and much more.

We operate in 4 Ontario cities, and Kijipuktuk/Halifax, running free programming for adolescent leaders. Our programming consists of weekly clubs, workshops, and speaking events. To learn more, visit our website at: www.willowyouthnetwork.ca

What does the Director of Finance do?

- Filing taxes annually
- Completing the monthly remittance
- Managing the salaries of contract employees when applicable
- Monitoring and supporting the finances and fundraisers of the branches
- Managing the organization's bank account and monitoring the bank accounts of the branches
- Applying for grants to fund the organization's operations (minimum 3 applications per fiscal year)
- Organizing and running fundraisers in collaboration with the branches
- Supporting the Finance and Fundraising branch leads in their roles

What are the requirements?

- Be a young person who identifies as a woman living in Ontario (over 18 under 29 years of age). *This age restriction is put in place as our organization is guided by the principle of young leaders empowering young leaders. However, if you fall outside of this age range please feel free to still apply and provide a rationale to your application.*
- Be passionate about the WYN mission and values, previous experience working with young people is a strong asset
- Commitment to learning equity/inclusion practices at both a leadership level and on an individual personal basis
- Strong communication skills, ability to work in a team environment, and previous leadership experience
- Prior financial management experience is an asset (not mandatory)

What are strongly suggested skills?

- Honest, transparent and effective communication is a key mandate of Willow Youth Network and this position is pertinent to our continued success as an organization.
- A strong commitment to Willow Youth Network's values: intersectional feminism, sex-positive, inclusive and accessible, including 2SLGBTQA+ inclusive as well as anti-oppressive and anti-colonial practices.
- Teamwork - the skills needed to interact with other people. Working with others in pairs and in small and large groups to coordinate tasks, sharing resources, planning, making decisions, negotiating, solving conflicts and completing other activities that involve teamwork.
- Communication - the skills needed to exchange thoughts and information with other people. Speaking, listening and using non-verbal cues, such as body language or in writing.
- Leadership - communication, relationship building, and the ability to delegate, among others. Working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.
- Flexibility in working hours - weekdays, evenings, and weekends as needed.

Willow Youth Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. In our hiring process, we actively work to combat any form of discrimination. We are therefore happy to accommodate any and all individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you need assistance or accommodation due to an exceptionality please feel free to reach us at our email listed below. We recognize that academic and professional qualifications are a privilege and therefore we choose to value lived experiences and passion for our mission over professional skills. If you do not meet all the suggested requirements, we still encourage you to apply.

It is important to note that WYN is continually learning, growing, and working to do better - we acknowledge past and current practices are imperfect, and that more change needs to occur. Have feedback on how we can make our postings or hiring process a more inclusive space? Please let us know on our website at <https://www.willowyouthnetwork.ca/contact> - Thank you!

To apply please send us an explanation of why you are interested in this role and how your experiences align with the specified requirements; this could be in the form of video, collage, voice note, visual art, written cover letter, etc. Additionally, we ask that you highlight what you would envision contributing to Willow Youth Network in the role of Director of Finance. Please also include your resume in your application, and send to: **Director of HR, Dhara Parsania at apply@willowyouthnetwork.ca**. We encourage all those interested to apply, do not hesitate to contact us should you have any questions.

Applications will be accepted until March 15, 2024, at 11:59 PM EST.