



## **JOB POSTING**

### **SOCIAL MEDIA/ADMINISTRATIVE COORDINATOR**

**Position type:** Permanent Part-Time  
**Location:** Toronto, Ontario or Virtual

Sacred Women International (SWI) is seeking a Social Media/Administrative Coordinator who will oversee the day-to-day administrative and social media functions of the organization. The ideal candidate for this role will:

- Vibrate a joy-filled attitude with a passion for inspiring human consciousness
- Possess a conscious awareness and practice of spirituality and, in particular, ancient African spirituality
- Understand feminist/womanist theories and practices relating to women of colour
- Be inquisitive about the mysteries of life
- Be passionate about her own personal growth
- Embrace the challenges of supporting a small virtual office and the opportunities for learning and growth with SWI

Skills and experience include:

- Excellent organizational and time management skills with an aptitude for detail
- Excellent written and oral communication skills
- A passion for social media management and general internet marketing
- Being a self-starter with the ability to meet tight timelines
- Being drawn to problem-solving with great follow-through
- Ability to work both independently and within a team of strong leaders
- Basic graphic design and creative skills strongly preferred
- Event planning/coordinating experience an asset

Key benefits of working with SWI include:

- Experience of working with an organization that supports people in pursuing their vision
- Access to local women leaders
- Access to tools that will develop your own vision
- A flexible and remote affirming work environment
- A uniquely powerful place to challenge the greatest version of yourself

Sacred Women International is committed to feminist/womanist practice and ways of understanding our worlds. In working within and through anti-oppression frameworks, we encourage women and/or folks who identify as gender queer and/or gender fluid to apply for this amazing opportunity. Entrepreneurs building their own vision are welcome to apply, if this work furthers the vision.

The position reports to the Managing Director, Aina-Nia Ayo'dele

#### **About Sacred Women International (SWI)**

Sacred Women International is an inspiring leadership training and life coaching/counselling service, specifically serving women and girls through group programs, seminars, as well as private sessions. In addition to these services, SWI also provides organizational development services, and is primed to launch its retail merchandise within the next few months. Headquartered in Toronto, Ontario, the company originally launched in 2007, with expanded growth activities in 2015. Since then, the company has enjoyed consistent year-over-year growth, serving the Greater Toronto Area (GTA), major urban centres in the province of Alberta, as well as other regions in Ontario. This consistent growth is requiring a skilled Social Media/Admin Assistant to support the work being done. The position will begin on a part-time (10-12 hrs/ week) basis with the opportunity for expanded hours or full-time by Winter 2018.

**Term:** Permanent part-time. The average workweek will consist of 10 to 12 hours.

**Compensation:** \$17.50/hour

**Start Date:** September 4, 2017

**Due date to submit resume and cover letter stating 3 reasons you are the right fit for the opportunity:** August 24, 2017 at 11:55pm EST

**Apply to:** [aina-nia@aina-nia.com](mailto:aina-nia@aina-nia.com)

**No telephone inquiries please. If the posting speaks to you, go ahead and apply.**

We thank all applicants. However, only candidates selected for an interview will be contacted.