



We are a Summer Event and Administrative Assistant

The London Abused Women's Centre is a feminist agency that provides long-term, trauma-informed counselling, advocacy, and support to women and girls over the age of 12 who have been abused, assaulted, harassed, exploited, trafficked or who have been subjected to non-state torture.

We are looking for an Event and Administrative Assistant for eight weeks in the summer with the following skills and experiences:

- Administrative experience in an office setting
- Strong organizational skills and mature judgement as demonstrated by an ability to handle multiple priorities, problem solve and meet deadlines
- Knowledge of a feminist perspective on the political, social, and legal issues surrounding the issues of men's violence against women and girls, sexual exploitation and/or trafficking
- Computer skills, including familiarity with Windows and Office 365

This is a 8-week contract, full-time, Monday through Friday, 35-hours per week position with training provided. We operate as a team where the voices of each employee are valued.

If you have these skills and experience, support our views, and are interested in this position, we want to hear from you!

Please submit a resume and cover letter of application via email to
Jennifer Dunn, Executive Director – info@lawc.on.ca

***No phone calls or personal visits please.
While we appreciate all applicants, only those selected for an interview will be contacted.***