



Job Posting: Centre for Women & Trans People Lead

The Toronto Metropolitan Students' Union (TMSU) is currently seeking candidates to assist with the overall outreach and operations of the Centre for Women & Trans People. The primary responsibilities of the candidate are to help in the organization, implementation, and development of programming during the Fall months and prepare for the Winter term. The Lead is directly supervised by the Equity & Campaigns Organizer.

Start Date: Immediately

Rate of Pay: \$19.00 per hour

Hours Per Week: up to 28 hours

Posting Date: February 17th, 2026

Closing Date: February 25th, 2026

RESPONSIBILITIES:

- Oversee the day-to-day operations of the Centre for Women & Trans People including, but not limited to, centre operations, programming, outreach, marketing and service provision.
- Plan and implement Fall programming.
- Develop campaigns, social media and promotional materials for the Centre for Women & Trans People, and conduct membership outreach including flyering, tabling, class announcements, presentations and other outreach tactics.
- Recruit, train and coordinate Centre for Women & Trans People volunteers, as well as contribute to the training modules provided by the Equity Service Centres.
- Research, collect and distribute on-campus and off-campus resources for students accessing the Centre for Women & Trans People.
- With staff members, coordinate the Centre for Women & Trans People promotions and marketing initiatives.
- Collect feedback from students that use the space for a variety of programming and services provided.
- Using an intersectional and anti-oppressive lens when developing programming.
- Ensuring that all events are accessible for students.
- Other tasks as required from time to time.

SUCCESSFUL CANDIDATES WILL POSSESS:

- Must be currently enrolled (Winter 2026) with a full-time course load.
- Experience with work around feminism and gender diversity.
- Strong organization and communication skills.
- Event planning or project leadership is an asset.
- Experience and understanding of how to conduct research and build stakeholder relationships and resources.
- Ability to apply a critical and intersectional lens, actively listen and de-escalate.
- Detail oriented, fast learner, and ability to meet deadlines
- Can work with minimal supervision but is able to maintain effective communication with the supervisor.

How to Apply?

Interested candidates should submit a resume and cover letter prior to 5pm on February 25th, 2026.

Subject: Centre for Women & Trans People Lead Application

Email: jobs@yourtmsu.ca

Please ensure it is in PDF format.

Please note that this position has the possibility of continuation into the Winter and Spring/Summer term on a part-time basis.

Who are we?

The Toronto Metropolitan Students' Union represents over 40,000 full-time undergraduate students at Toronto Metropolitan University, in downtown Toronto. As the central students' union on campus, the TMSU works to build campus life, advocate on behalf of its members, organize campaigns and initiatives, provide cost-saving services, and work with students across the province and country for a more affordable and accessible post-secondary education system. For more information on the Toronto Metropolitan Students' Union, please check out our website at www.yourtmsu.ca.

Note: The Toronto Metropolitan Students' Union is an independently incorporated and autonomous from Toronto Metropolitan University.

The students' union is committed to employment equity and encourages applications from diverse communities, including: First Nations, Inuit & Métis people, persons of colour, persons with disabilities, members of the queer community, trans people and women.