

2008

Dear,

In a welcoming and supportive environment, Times Change Women's Employment Service offers career and educational counselling, a wide range of computer services and a comprehensive resource centre, all free of charge.

We are a non-profit community agency and have been established in Toronto since 1974. We provide the support many women need after a recent job loss, when re-entering the labour force, or when new to Canada.

Our committed staff members are knowledgeable about a variety of topics pertaining to women and employment. Areas of experience include:

- ✓ Career Exploration, Planning and Transition
 - ✓ Effective Job Search Strategies
 - ✓ Education and Training
 - ✓ Labour Market Trends
 - ✓ Women in the Workforce
 - ✓ Barriers Women Face
- ✓ The Women's Movement in Toronto
- ✓ Women's Rights/Women's Equality

If you would like to arrange an interview, please contact me, Katie Didyk, Intake/Outreach Coordinator at 416 927 1900 ex 222 or katie@timeschange.org. For more information about Times Change you are invited to visit our website at www.timeschange.org.

Thank you for your time.

Sincerely,



Katie Didyk
Intake/Outreach Coordinator
416 927 1900 ex 222
katie@timeschange.org



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

Who We Are...

Times Change Women's Employment Service is a non-profit community agency that has been providing unemployed and underemployed women in Toronto with free professional employment, career and educational counselling since 1974.

Mission Statement

Times Change contributes to the economic and social equality of all women by helping them obtain satisfying ways to earn their living. Times Change is a leader in responding to the changing needs of women and the labour market.

In a comfortable, supportive, accessible environment that welcomes diversity and respects individual needs, women have access to quality resources and counselling, free of charge.

A well managed single-layered organization, Times Change utilizes the skills and input of staff members and volunteers in providing professional client-centered services.

Management of the Agency

Times Change is a self-managed collective that is governed by a volunteer Board of Directors. The Board lends its expertise in heading the agency and affirming management decisions and forms standing committees to advise the staff and make recommendations.

Times Change has almost 35 years of experience as a single layered, self-managed agency providing innovative, outcome-based services to women.

Funders

Times Change receives funding from Employment Ontario, United Way, the Ontario Women's Directorate, members and donors.

Times Change also undertakes fundraising activities to help meet annual agency goals.

TIMES CHANGE WOMEN'S EMPLOYMENT SERVICE 365 BLOOR STREET EAST, SUITE 1704, TORONTO, ONTARIO M4W 3L4
TEL: 416-927-1900 FAX: 416-927-7212 EMAIL: women@timeschange.org WEBSITE: www.timeschange.org



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How We Help Women...Our Key Services

✓ Career Planning Workshop

This workshop focuses on self-assessment, occupational research and decision making and is designed for women who wish to identify their skills, interests and career goals and/or change their occupation. The workshop is based on *Times Change: A Career Planning Workbook for Women*.

✓ Job Search Workshop

This workshop introduces clients to current job search strategies, including writing effective resumes and cover letters, preparing for the interview and networking. It is designed for women who know the type of work they are seeking and have the skills necessary for that field.

✓ Training/Educational Counselling

Women are assessed and counselled individually to determine their training and educational needs. Information is provided on training programs and apprenticeships, upgrading and financial assistance.

✓ Resource Centre

Resource Centre services are offered in partnership with the Office Workers Career Centre. The Resource Centre provides all clients with a facility to research occupations, training, the labour market, employers and issues of concern to workers. Comprehensive print, audio-visual and Internet resources include a series of occupational binders which are a unique resource to Times Change. Computers for Internet access, a photocopier, fax machines, printer and telephones are available for client use.

✓ Computer Services

Introductory sessions on Microsoft Word, Excel, PowerPoint, Access, the Internet for Job Search and E-mail use are conducted in small groups and are very popular with clients. Eight PC computers and one Mac are available by appointment for client use. The computer room offers up-to-date programs including Microsoft Office and design software. Software, typing tutorials, the Internet and E-mail access are available. Support is always made available by staff and volunteers.

✓ Job Board

The job board in the Resource Centre provides listings from public and private sector employers and various job banks.

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What Women have Said about Times Change...

"Times Change really boosted up my self-esteem because when I came here it was really low, and when I left I was very confident and knew exactly what I was going to do, and I am doing it and loving every minute of it."

-Sharon

"I think the best thing that happened in that process is that they helped me understand what it means to set goals."

-Nimi

"Seeing other people move forward gave me strength...very very worthwhile"

-Diane

"One thing I found very useful about all the courses and counsellors is how very in touch they are with the market today."

-Martha

"...also helps you to set up the confidence...It's really important for (your) whole life."

-Xialing

"Whether you know what you're looking for or you don't know what you're looking for, this is a good place to start"

-Sandra

TIMES CHANGE WOMEN'S EMPLOYMENT SERVICE

KEY HIGHLIGHTS

Organizational Development

1974

Times Change Women's Employment Service opened, funded by the federal government through the Canada Employment and Immigration Commission Outreach Program. Times Change became incorporated as a nonprofit charitable organization.

1983

The Times Change Access Centre officially opened, funded initially through a grant from the Atkinson Foundation, Great Northern Apparel Inc., the Bronfman Foundation, the F.W. Morrow Foundation, and corporate donations.

1987

Times Change became a member of United Way of Greater Toronto and received funding to operate and staff the Access Centre and provide Educational/Training Counselling.

1994

Core funding was secured from the Ontario Women's Directorate.

1995

With additional funding from United Way, Times Change hired a staff person to assist clients with updating their computer skills.

2000

A part time position for an Intake/Outreach Coordinator was created with funding from HRDC and the Ontario Women's Directorate.

2002

A part time position for a Computer Support Technician was created with funding from United Way.

2003

The Trillium Foundation funded necessary renovations for the new Times Change group room and additional office space.



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2005

Times Change successfully raised \$31,000 from the Ontario Trillium, F.W. Morrow and Bickell Foundations. With these funds, Times Change upgraded client computers, updated the business software and tutorials, added accounting tutorials, and introduced a Macintosh computer with design software.

2006

Times Change received an extended contract from Service Canada/Employment Ontario from 2006 to 2009 to ensure continuity of the service.

2007

Times Change successfully negotiated a 3 year contract with United Way Toronto.

Special Projects

1986

Times Change undertook a major research study of the impact of technological change on entry-level clerical occupations in Metro Toronto, funded through Labour Canada's TIRF fund.

1992

Times Change initiated the Scientific and Technical Advisory Group to link women employed in scientific and technical fields with immigrant and visible minority women seeking entry into such fields.

1993

Times Change published *Times Change: A Career Planning Workbook for Women* and a *Leader's Guide* for the Workbook. This project was funded by the Ontario Women's Directorate. These resources were launched at the National Consultation on Career Counselling (NATCON) in 1994. The Workbook and Leader's Guide were revised in 2000 with support from the Ontario Women's Directorate, and launched at the Second Annual Opportunities Conference in Toronto. The Workbook was updated in 2002 and 2006.

1997

A partnership was formed between Times Change, ACTEW and George Brown College to develop the Office Workers Career Centre.

2004

Times Change conducted a needs assessment survey for the computer room to identify gaps in services offered at Times Change.

2007

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Times Change launched a needs assessment of employment counselling clients to better understand and serve our clients and to guide strategic planning.

Special Events

1999

Times Change celebrated its 25th anniversary with a Gala Event. The City of Toronto Archives accepted Times Change records into the permanent collection.

2004

Times Change held a gala celebration to mark its 30th anniversary.

2007

Times Change celebrated its first annual International Women's Day event, an open house event featuring storyteller Michele Tocher as guest speaker and a former client Ania Weekes as performer.

2008

A fundraising theatre benefit at the Factory Theatre raised \$5,000 to enhance programs and services at Times Change.

The second annual International Women's Day event focused on overcoming barriers for successful employment and featured speaker Karlene Nation from CTV as one of 5 dynamic panelists.

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**EMPLOYMENT
ONTARIO**



Location

365 Bloor Street East
Suite 1704
Toronto, Ontario M4W 3L4

Major Intersection:

Sherbourne and Bloor

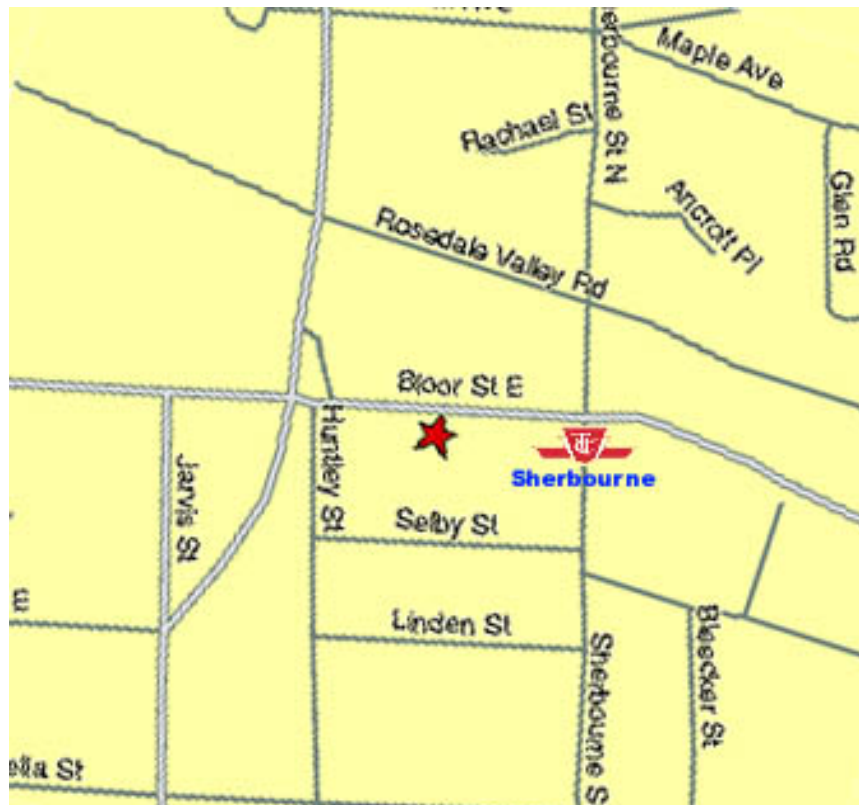
1/2 block west of the Sherbourne subway station on the south side of Bloor
Parking is available in the building



Times Change is a wheelchair accessible facility

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