



## BILINGUAL SEXUAL VIOLENCE PREVENTION COORDINATOR

full-time, permanent\*

### **POSITION DETAILS:**

- 35 hours per week
- \$42, 900 per annum (\$22 hour) conditional on funding\*
- Plus, Benefits
- Vacation, Sick and Family time
- Work from Home and/or Office position

### **JOB DESCRIPTION:**

*Please note that this is a ***bilingual position***. All interested candidates are welcomed to apply. We strongly encourage individuals with lived experience, individuals who are Black, Indigenous, Asian, Latinx or other person of colour, who self-identify within 2S-LGBTQIA+, and those with disabilities to apply.*

- Develop and deliver the following interactive, educational, workshops related to Sexual Violence Prevention, online and/or in-person pending COVID-19, to community groups, businesses, schools, and agencies as requested, and to the public on the following topics: [[click for list of topics](#)].
- Coordinate, create and maintain connections with groups, businesses, schools, agencies, and the public by conducting outreach, event planning, awareness campaigns, fundraisers, and advertising of Centre services/ programs (including TBTN, Women's March, and appropriate awareness days/ months etc.).
- Coordinate Centre tables and booths at community events, information fairs, mental health fairs (such as Student Info Fairs).
- Ability and knowledge to establish new community partners and Sexual Violence Prevention initiatives (such as info panels, webinar series, collaborations, events etc.).
- Manage, supervise, guide and support Public Education placement students, co-op students, SVP Educator(s) [assist in Educator onboarding], and Circle Fundraising.
  - Host regular check-in meetings as needed (weekly, biweekly, or monthly).
  - Direct, assign and delegate tasks as necessary.
- Maintain strict confidentiality and adhere to Amelia Rising's Policies and Procedures, and Amelia Agreement.
- Attend Committee, Group and Hub meetings as necessary, (including NHTKN).
- Submit monthly Board Reports and workshop statistics to the Executive Director.
- Updating Centre website as needed and consulting on website additions and/ or developments for accessibility and improvement.
- Align with our Centre Mission and Values.
- Contribute to positive team health.
- Participate in weekly team meetings.



### **QUALIFICATIONS:**

- The successful candidate must have a combination of a minimum of four-years education, training, **and/ or** experience working with survivors of sexual and/ or gender-based violence or have lived experienced.
- Related post-secondary education is an asset.
- Demonstrated experience outreaching to and collaborating with diverse stakeholders.
- Specialized knowledge of marginalized groups, trauma, mental health, sexual exploitation, and substance use.
- Knowledge of trauma-informed, harm reduction, survivor-centered, ARAO frameworks, intersectional-feminism is considered an asset.
- Strong understanding of sexual and gender-based violence.
- Highly effective written and oral communication skills in both French and English.
- Must be fluent in both French and English (written and spoken). Able to develop and deliver presentation in French using Canva Pro, Zoom, Google Drive and programs (including Docs, Slides, Jamboard, Sheets)
- Computer literacy and technology skills using Doodle Poll, Microsoft Office programs, Outlook, and Slido.
- Social media marketing knowledge and website maintenance using Word Press is an asset.
- Experience developing and facilitating workshops.
- Excellent interpersonal skills.
- Critical thinking and problem-solving skills.
- Strong time-management and planning skills.
- Works well independently, self-directed, and motivated.
- Works well on a team.
- Attention to detail.
- Strong time management and organization skills.
- Demonstrates initiative.
- Able to engage in ongoing and continued learning, relearning and unlearning.

### **HOW TO APPLY:**

Email cover letter, and resume to:

Meghan Trussler (she/her)  
Executive Director  
Amelia Rising Sexual Violence Support Centre  
[executive.director@ameliarising.ca](mailto:executive.director@ameliarising.ca)

\*this position will begin as a three month contract with a high likelihood of becoming permanent.

**APPLICATION DEADLINE: APRIL 24<sup>TH</sup> 11:59PM.**