



*Victoria Sexual Assault Centre
Job Posting – August 2015*

<u>Position:</u>	Prevention Coordinator (1)
<u>Reports to:</u>	Prevention Manager
<u>Position Summary:</u>	Responsible for coordinating the development, implementation and evaluation of VSAC's Project Respect school- and community-based youth sexualized violence prevention workshops and youth social action projects.
<u>Salary/Benefits:</u>	BCGEU Grid level 12, \$18.49 - \$21.54, part-time 0.6 FTE (21 hours per week). Includes benefits upon completion of three month probationary period.
<u>Hours:</u>	Daytime, some evenings and weekends
<u>Closing date:</u>	Wednesday, August 12th, 2015 at noon. Please submit cover letter and resume by mail, fax or email to: Victoria Sexual Assault Centre Attn: Lindsay Pomper 201-3060 Cedar Hill Rd Victoria, BC V8T 3J5 volunteers@vsac.ca Fax: (250) 383-6112
This position will require membership with BCGEU	

VSAC is committed to employment equity. All qualified trans-identified and woman-identified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, Aboriginal persons, persons with disabilities, LGBQ+ persons, trans and gender variant persons and others with the skills and knowledge to engage productively with diverse communities.

Job Responsibilities

Reporting to the Prevention Manager of VSAC, the Prevention Coordinator (1) is responsible for coordinating the development, implementation and evaluation of VSAC's Project Respect school- and community-based prevention workshops.

1. Coordinate, implement and evaluate Project Respect's school and community-based workshops.
2. Deliver prevention education workshops, presentations, and group program curriculum in collaboration with Prevention Team members using Project Respect's intersectional, anti-oppressive feminist framework.
3. Liaise with teachers and group leaders to schedule and facilitate workshops.
4. Collaborate in the design, development and implementation of new materials for use in workshops, website, and other prevention activities.
5. Assist with the recruitment, training and supervision of school-based Prevention Educators and youth volunteers in collaboration with the Prevention Manager.
6. Maintain resources including databases, website and prevention materials.
7. Promote program activities and services.
8. Maintain accurate and timely records, statistics, and reports.
9. Engage in supervision/consultation with the Prevention Manager.
10. Collaborate with Prevention Manager and youth team to support youth-led social action projects and activities
11. Establish and maintain a professional approach to liaising with diverse stakeholders including youth, teachers, parents, and school and community-based service providers.
12. Participate constructively as a member of the staff team and Centre as a whole.
13. Maintain current knowledge in the field of sexualized violence through reading, ongoing professional development and other activities.
14. Assist in developing fundraising proposals.
15. Prepare Prevention Program reports.

The Prevention Coordinator (1) will consult regularly with the Prevention Manager, participate actively as a member of the Centre's staff team and fulfill the obligations and reflect the intersectional, feminist philosophy of VSAC.

Qualifications

Education/Experience:

- Diploma in related human/social services
- 2 years recent related experience in program planning and program evaluation in the area of prevention education
- Or equivalent combination of education, training and experience

Job Skills and Abilities:

- Ability to articulate an anti-oppressive, feminist analysis of the issue of sexualized violence in our society using an intersectional lens (e.g. understands how sexism and sexualized violence are connected to and inseparable from other forms of violence such as colonialism, racism, classism, homophobia, transphobia, ableism, etc.);
- Ability to skillfully facilitate sexualized violence prevention workshops using an intersectional, anti-oppressive, feminist framework;
- Demonstrated experience of youth program implementation and evaluation;
- Demonstrated knowledge of sexual assault/gender-based violence prevention programming;
- Demonstrated experience facilitating interactive and responsive workshops for diverse audiences;
- Demonstrated excellent presentation and written communication skills;
- Excellent skills in working with young people of diverse backgrounds;
- Excellent skills working in partnership with young people to develop projects and social action;
- Ability to apply critical thinking and creativity in developing youth focused curricula;
- Successful candidate will be comfortable using role-plays and other theatre tools to implement the curriculum;
- Demonstrated experience in networking and community-based partnership building;
- Some experience in volunteer or staff supervision and leadership;
- Experience with development and delivery of awareness raising initiatives;
- Experience marketing and promoting programs and events;
- Demonstrated ability to research and write proposals and reports;
- Demonstrated experience with word and database management programs