

Victoria Sexual Assault Centre

Job Posting: Inclusive Services Assistant Coordinator

Position:	Inclusive Services Assistant Coordinator, 30 hours per week for an 8-week term.
Eligibility:	To be eligible, participants must: <ul style="list-style-type: none">• be between 15 and 30 years of age at the start of the employment;• be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,• have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
Reports to:	Inclusive Services Coordinator, Prevention Manager
Position Summary:	Collaborate with the Inclusive Services team in the delivery of VSAC's ongoing Trans Inclusion project, and supporting the agency in inclusion and accessibility initiatives.
Salary/Benefits:	30 hours per week for an 8-week term @ \$15.00 per hour
Hours:	Daytime, evenings, and some weekends
Start Date:	Week of June 10 th , 2019
Closing Date:	Applications to be submitted to Lane Foster, Inclusive Services Coordinator, by May 29 th 2019.
	Please send your resume and cover letter by email to inclusiveservices@vsac.ca , by fax to 250-383-6112, or in person/by mail to #300B-3060 Cedar Hill Rd, Victoria, BC, V8T 3J5.

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

Overview:

The Inclusive Services Assistant Coordinator will assist the Inclusive Services Team and the agency with internal programming and administrative duties, community outreach, and relationship-building with local organizations. The Inclusive Services Assistant Coordinator will provide accessible and gender-inclusive services and support.

Job Skills, Education/Experience, and Abilities:

- At least one year's experience working with local Trans, Two-Spirit, or Gender Diverse communities, and other marginalized communities (ie: sex worker, Indigenous, disabled, newcomer, and homeless communities).
- A deep understanding of how Transphobia and Transmisogyny are rooted in colonization and connected to sexualized violence as well as multiple other overlapping forms of systemic violence such as: sexism/misogyny, racism, classism, homophobia, ableism, fatphobia, and others.
- Understanding of the barriers Trans, Two-Spirit, and Gender Diverse people face when accessing services, and the social contexts that create these barriers.
- Experience with interagency, collaborative undertakings or partnerships (experience with non-profit and/or non-governmental organizations an asset).
- Strong teamwork and communication skills (including giving and receiving constructive feedback).
- Strong ability to work independently and be self-motivated
- Ability to navigate and facilitate complex conversations around different forms of oppression and systemic violence (ie: gender-based violence)
- Excellent written and verbal communication skills.
- Strong computer skills (MS Word, Social Media platforms, website management, graphic design)
- Training/experience in group facilitation and workshop development and/or using interactive teaching techniques preferred.
- Experience with peer support (ie. Active listening, non-judgemental support, etc), frontline work, and violence prevention/intervention preferred.

Additional Information

- A current criminal record check is a requirement for this position.
- This position requires a flexible work schedule, as workshops may take place during evenings or weekends (ie: June 23rd – Triathlon of Compassion; July 7th -- Victoria Pride)