Position: Alternative Justice Coordinator

Reports to: Direct Client Services Manager

Salary: $28.39 - JJEP Grid 14 – Step 1 (Program Coordinator 2)

Hours of work: 14 hours per week

Start date: Immediate
End date: March 31, 2022

Position Summary: The Alternative Justice Coordinator is responsible for working with the Inclusive Services Coordinator on a project to explore alternative justice in our community. The focus of this project is to deepen the capacity of anti-violence agencies and community members who recognize the value of using alternative justice techniques to create healing and justice for people of marginalized genders including women, girls, Two-Spirit, Trans, and gender diverse survivors and their communities. Working collaboratively with community partners, this project will work to gain a shared understanding of alternative justice, outline what services exist and identify the gaps. This position will involve work internally with VSAC staff and externally with community organizations, partners and individuals to explore alternative justice.

Remote Work: Due to Covid-19, the majority of staff are currently working remotely. There is the possibility to work from the VSAC office if desired; following Occupational Health and Safety Committee - Safety Plan including: medical screening (self-assessment), protocols for entering the office and occupancy limits.

Please submit cover letter and resume to Sam Loppie at samanthal@vsac.ca

Application deadline: Tuesday September 7th by 11:59pm.

This position requires BCGEU union membership.
This position is pending JJEP approval but this process will not impact start of end date of position.

VSAC is committed to employment equity. All qualified women, Trans, gender diverse, and Two-Spirit people are encouraged to apply. We especially welcome applications from individuals from Indigenous, Black and People of Colour communities, persons with disabilities, LGBTQ+ persons, Trans and gender diverse persons and others with the skills and knowledge to engage productively with diverse communities

Job Responsibilities:
Under direction from the Direct Client Services manager and in collaboration with the Inclusive Services Coordinator the Alternative Justice Coordinator will be asked to:
1. Engage with a network of community organizations, partners and VSAC staff, in conversations that build relationships between participating agencies and partners.

2. Develop a plan with the Network to engage communities in consultation to explore their needs, desires and specific processes related to alternative justice.

3. Engage with the network to develop training resources to help build community capacity, and develop frameworks for community accountability processes.

4. Schedule network meetings and prepare communications to network, (meeting dates/links, agenda’s and relevant documents)

5. Participate in creating a final report for funders that outlines the programs deliverables.

6. Monitor program expenditures (ex. travel, honorarium, etc.)

7. Maintain related records, statistics, and reports as required

8. Participate in various internal and external committees, working groups, collaborations networks, etc. as time permits.

9. Participate constructively as a member of the staff team with the Program Managers, Executive Director, and Centre as a whole.

10. Ensure work performed reflects the mission, beliefs, values, and goals of VSAC.

11. Sound understanding of trauma-informed practice, sexualized violence and its root causes, of feminism, Trans inclusion, and anti-oppressive and decolonial practices in order to appropriately identify and respond to the needs of VSAC’s clients, staff, and volunteers.

12. Performs other related duties as requested.

**Qualifications**

**Education/Experience and:**

- A certificate/diploma/degree in communications, counselling, public health, or related fields.
- 3+ years of related experience
- 1+ years of supervisory or administrative experience
  - OR an equivalent combination of training, education, and experience.
- Strong understanding of service agencies, including government, non-profit, and health services in the Victoria region.
- Demonstrated experience building relationships with diverse communities, facilitating collaborative learning processes and developing curriculum with adults in various professional and community settings;
- Experience with interagency/collaborative undertakings or partnerships (experience with non-profit and or non-governmental organizations an asset);
- Experience with peer support (active listening, non-directional, non-judgmental support);
Job Skills and Abilities:

- Exceptional oral and written communication skills and organizational skills.
- Demonstrated program coordination, development, and evaluation skills.
- A strong understanding of anti-oppressive practice and inclusive frameworks.
- A strong understanding of an intersectional analysis of sexualized violence, and the ability to implement this analysis to promote VSAC’s mission, values, beliefs, and goals in various settings.
- Proficient use of MS Word, MS Excel, and MS Outlook including the ability to produce documents, flyers, spreadsheets, etc.
- A high level of motivation who demonstrates the initiative necessary to significantly enhance and expand the volunteer and program development within the Centre.
- Flexible availability to attend meetings, training, or volunteer events occurring in the evening and on weekends.

What this position offers:

- Remote work opportunity
- Collaborative environment
- Flexible work days
- Membership in the BCGEU
- Potential for additional hours per week during contract

The incumbent must perform the work within the context of VSAC’s mission, beliefs, values, and goals.