

External Employment Opportunity

We are inviting applications for a

Permanent Part-Time Awareness and Special Event Coordinator

Posting:	#2018-007
Hours of work:	14 hours per week
Start date:	May 2018
Hourly Rate between:	\$20.55 and \$22.85
Submission deadline:	Open until filled
Submit resume and cover letter to:	hr@vwts.ca

Job Summary:

The Awareness and Special Event Coordinator will coordinate special events, workshops and presentations relating to violence against women in relationships and women's issues.

Qualifications - Education, Training and Experience:

- A Diploma in a related human/social services field
- Strong cultural competency and socially inclusive practice.
- Understanding of and commitment to work from a feminist perspective.
- Knowledge of violence against women and children
- Experience liaising with media
- Experiencing facilitating Group presentations

Skills and Abilities:

- Excellent interpersonal and organizational skills
- Excellent written and verbal communication
- Strong computer ability, including knowledge of Microsoft Office Programs, including Power Point
- Ability to relationship-build and work closely with community partners
- Diplomacy and tact; commitment to social justice
- Ability to chair and organize meetings and produce related documents

Responsibilities and Duties:

A. Client/Community Service

1. Establish and maintain a positive, professional relationship with justice and social service personnel who are responsible for assisting women who have experienced violence.
2. In conjunction with Program Managers and Co-Executive Directors identify awareness/educational opportunities and organize activities
3. Coordinate special events such as *Little Black Dress Party*
4. Communicate with potential donors including third party fundraisers about the needs of the agency and clients.

5. Provide community awareness, through media and other venues, of the relevant laws, policies, procedures and services that relate to prevention of violence against women.
6. Speak to groups about the work of the agency.
7. Assist in the organization of community Violence against Women in Relationships (VAWIR) committee meetings that encourages community and justice related agencies to communicate and network on a regular basis.
8. Identify barriers (attitudinal, structural, and systemic) that stand in the way of women who have experienced violence receiving optimal service from the community's social service and justice systems.

B. Program Administration

9. Establish a recording system that captures event information, meeting notes and minutes; describes problems and solutions and records other relevant data
10. Maintain a collection of information, books, statistics and reports regarding violence against women and women's issues for use by individuals and community agencies.
11. Attend meetings as required
12. Participates in program planning, monitoring and evaluation.

C. Organizational Role

13. This position will report to the Co-Executive Directors participating in regular supervision and performance appraisals.
14. Participate positively and productively as a member of the Vernon Women's Transition House Society.
15. Adhere to the philosophy, policies, procedures and ethics of the organization.
16. Represent the organization positively and professionally in the community.

Other Job Information:

All employees must pass a criminal record check and sign a confidentiality agreement.

To Apply:

Please submit resume with cover letter to hr@vwts.ca, quoting **Competition # 2018-007** in subject line.

Please note that the selected candidate will require:

- A satisfactory Criminal Record Check for working with children and/or vulnerable persons.
- Membership with the BC Government and Service Employees' Union- BCGEU
- A valid driver's license, and availability of a personal vehicle in good operating condition for work purposes.
- A valid first aid certificate