



Reaching Out Program Coordinator

12 MONTH TERM (several term renewal options)

0.7 E.F.T. - 30 HOURS PER WEEK

START DATE: Date of Hire

HOURS OF WORK: Flexible schedule to be negotiated. Monday to Friday, 9:00 A.M. – 5:00 P.M. (Days to Be Determined) Some evening and weekend hours required.

STARTING SALARY RANGE: \$20 - \$23 per hour

PLEASE SUBMIT RESUME BY FRIDAY, JULY 19, 2019

Stephanie Klassen, Executive Director

Survivor's Hope Crisis Centre

24 Aberdeen Ave Box 925 Pinawa, MB R0E 1L0

Fax 204-753-2015 / e-mail: stephanie@survivors-hope.ca

QUALIFICATIONS:

- Relevant University Degree with experience or Relevant College Diploma plus 2-4 years related experience
- Thorough understanding of the social analysis of male violence against women
- Awareness of and sensitive to issues of cultural diversity
- Knowledge of community resources would be an asset
- Proven ability to work from an empowerment model
- Ability to work independently and demonstrated decision making abilities
- Proven ability to promote team and program functioning
- Previous experience coordinating services
- Strong organizational skills with an attention to detail and accuracy
- Ability to analyze and evaluate information and situations, problem solving, decision making and conceptualizing
- Demonstrated ability to effectively liaise with other organizations, develop and maintain partnerships
- Demonstrated leadership abilities
- Strong communication skills both verbal and written
- Demonstrated ability to work independently
- Valid driver's licence and access to reliable vehicle

RESPONSIBILITIES:

- Coordinates the Reaching Out Program
- Researches and proposes Reaching Out campaigns and projects
- Facilitate presentations, workshops, and training sessions for community groups and service providers
 - o Current projects include: custom workplace sexual harassment presentations for small businesses; introduction to sexual assault trauma; assist in establishing a provincial network of sexual assault support services
- Coordinate organizational communications including writing news releases, speaking to media, and maintaining website and social media accounts
- Skillfully simplifies complex principles/issues related to sexual violence so they are clearly understood by others

- Oversee program resource allocation including project budgets, purchasing program supplies, maintaining expense records, and proposing new project budgets
- Travel to a wide variety of communities and network with other service organizations, participates on external working groups/committees, and represent Survivor's Hope to outside agencies
- Provides information, referral and links to appropriate community services
- Participates in program development
- Works as part of a team and promote team functioning
- Assists in development of resource materials (brochures, cards, display materials, etc)
- Provides direction/support to staff assisting with Reaching Out projects
- Reports to Executive Director

Other

- Participates in training courses and in services offered elsewhere in order to maintain and improve quality of service
- Participate in current organizational goal to decolonize programming and maximize cultural safety of all programming
- Attend staff meetings as required
- Participates in program planning, evaluation and quality monitoring
- Participate in formal self-evaluations by identifying strengths and limitations
- Seek appropriate supervision/consultation of own actions
- Adheres to all agency policies, protocols and promotes best practice
- Assist in other organization programming as required as related to their job description not exceeding above stated capacities

Survivor's Hope Crisis Centre is Manitoba's only rural sexual violence resource centre, serving the communities north east of Winnipeg. SHCC supports the principles of empowerment, diversity, inclusion, and cultural awareness.

Thank you for your interest. Only candidates selected for an interview will be contacted.