

## JOB DESCRIPTION

### **AVP EDUCATION COORDINATOR - ANTI- VIOLENCE PROJECT**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Coordinate Anti-Violence Project's (AVP) educational projects.

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports and is responsible to the AVP Collective and the Executive Director.
2. Ex officio, non-voting member of the AVP Collective.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy services and events to all undergraduate students at UVic.
2. AVP is a UVSS affiliated group. Founded in 1993, AVP provides support, education, information and advocacy services to survivors and perpetrators of sexualized and gender-based violence, primarily to UVic students, but also to communities as needed.
3. AVP employs a non-hierarchical staffing model. Coordinators both work collaboratively and share core duties, and complete their own role-specific duties. Coordinators are responsible to each other but report to the AVP Collective and UVSS Executive Director

#### **ROLE-SPECIFIC DUTIES:**

1. Adapt educational programming and resources to respond to the changing educational needs of students and the broader campus context.
2. Develop educational resources (print and online) including pamphlets, zines, buttons, blog posts, etc.
3. Identify budgetary requirements for all new and existing education and volunteer training programs, and provide that information to the Support Coordinator.
4. Deliver workshops related to consent and supporting survivors to undergraduate and graduate students at UVic. Workshops can be delivered to on- and off-campus groups on a case by case basis and capacity-permitting.
5. Update and review existing workshop content as needed and design and propose new AVP workshops and other educational programming to the Collective.
6. Schedule workshops, set up workshop registration, and track participant numbers and feedback.
7. Provide supervision, structure, resources, guidance, feedback, training and support for education volunteers/facilitators.
8. Coordinate AVP workshop and facilitation contracts and honoraria when applicable.
9. Collaborate with Volunteer Organizer to coordinate AVP volunteer recruitment, interviewing, screening, orientation, training, and appropriate placement within AVP departments.
10. Organize and develop curriculum for Let's Get Consensual specific workshops, as needed and capacity-permitting.
11. Support Men's Circle volunteers, including facilitating access to available funding, providing access to AVP workshops and expertise, and facilitating transitions between Men's Circle volunteer leads.
12. Supervise and complete administrative requirements for any work study students assigned to them.
13. Assist the Support Coordinator in working with people who have caused harm to unlearn gender-based violence, as needed.
14. Consult on campus campaigns and educational events, as needed.

## **DUTIES SHARED WITH OTHER COORDINATORS:**

1. Provide coverage and support for other AVP staff including providing critical feedback (in accordance with AVP's values and Coordinators' our own perspectives) and collaboration where appropriate.
2. Provide support, information and referrals to individuals affected by gender based violence and sexualized violence, as needed.
3. Participate in the strategic development of AVP services, programs, and projects, in consultation with the AVP Collective.
4. Attend staff, volunteer, and committee meetings, and other meetings as needed.
5. Attend Collective meetings on a rotating basis, or when discussion items warrant specific expertise.
6. Assist in AVP volunteer recruitment, interviewing, screening, orientation, training, and appropriate placement within AVP departments.
7. Supervise the Volunteer and Outreach Officer on a rotating basis.
8. Participate in AVP hiring processes including recruitment, interviewing, screening, orientation, and training of new AVP staff.
9. Contribute to the AVP website through regular blog posts as needed.
10. Ensure all activities and work performed are carried out in a manner consistent with the values of AVP, including building and maintaining accessible safer spaces.
11. Review and maintain the AVP organizational guidelines and ensure that AVP staff and volunteers understand and enact them.
12. Take turns facilitating and taking notes at AVP staff meetings.
13. Other related duties as required by the AVP Collective or Executive Director.

## **QUALIFICATIONS:**

### **Required**

1. Demonstrated experience working within intersectional and anti-oppressive frameworks, including, but not limited to: social justice, decolonization, disability, race, gender and sexual diversity, sexual health, and sexualized and gender-based violence.
2. Two years' experience working with/in social justice organizations and/or sexual assault centres.
3. Two years' experience planning and facilitating workshops related to social justice.
4. One year's demonstrated experience in the training, coordination and supervision of volunteers and/or staff.
5. One year's experience designing print and online educational programming and resources (pamphlets, zines, buttons, blog posts, etc).
6. Willingness to work with people who have caused harm to unlearn gender based violence.
7. Demonstrated experience working with paid and volunteer staff using collaborative group decision-making frameworks and anti-oppressive and inclusive organizing practices.
8. Demonstrated ability to independently initiate and complete tasks and long term capacity building.
9. Experience coordinating events including, but not limited to, volunteer training.

### **Preferred**

1. Demonstrated experience delivering consent training and preventative education.
2. Demonstrated experience supporting survivors of sexualized and gender-based violence.

This is a temporary job filled by a term employee and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

This position is restricted to self-identified women, gender non-conforming and non-binary applicants only. In support of employment equity and in order to increase our relevancy and diversity of skills, knowledge and experience, AVP strongly encourages self-identified people of colour, people with disabilities, Black, Indigenous, queer, and transgender people to apply. Preference will be given to qualified applicants who face systemic barriers to employment. Applicants who wish to self-identify may do so in their cover letter.