

JOB DESCRIPTION

AVP OUTREACH OFFICER – ANTI-VIOLENCE PROJECT UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

The Outreach Officer provides administrative support to the Anti-Violence Project (AVP) and assists in the projects, campaigns, and goals set by AVP.

ORGANIZATIONAL RELATIONSHIP:

Reports and is responsible to the AVP Advisory Board and Executive Director through the AVP Coordinators (Outreach, Support, and Education) but is under the overall authority of the Executive Director.

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. The Anti-Violence Project (AVP) is an affiliated group of the University of Victoria Students' Society. Founded in 1993, AVP provides support, education, information, and advocacy services to survivors and perpetrators of all forms of violence.

DUTIES:

1. Assists the AVP Coordinators (Outreach, Support, and Education) in volunteer recruitment and training.
2. Delegates duties and responsibilities to trained volunteers.
3. Assists the AVP Coordinators in developing and implementing workshops on campus.
4. Assists the AVP Coordinators in organizing special events on campus.
5. Assists the AVP Coordinators in developing education and prevention print materials.
6. Assists the AVP Coordinators in providing support, information and referrals to individuals affected by sexualized violence.
7. Attends staff, volunteer and committee meetings and other meetings as required.
8. Ensures all activities and work performed are carried out in a manner consistent with the values of the AVP and the UVSS.
9. Other related duties as required.

QUALIFICATIONS:

1. Must be a member in a good standing of the University of Victoria Students' Society.
2. Strong anti-oppressive anti-colonial analysis of issues related to sexualized violence and abuse and ability to communicate such in workshop and presentation situations.
3. Ability to work well with diverse groups of people in workshops and presentations.
4. Demonstrated experience working with/in social justice organizations and/or sexual assault centres.
5. Demonstrated experience in facilitating workshops and presentations.
6. Demonstrated experience in event organization.
7. Demonstrated experience in volunteer training, coordination and supervision.
8. Able to remain calm, respectful, non-judgmental and approachable in challenging situations.

9. Able to work independently and as part of a team of paid and volunteer staff.

This is a student job 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, Indigenous, queer, and transgender people to apply. Preference will be given to qualified applicants who self-identify as being from marginalized communities and groups who face systemic barriers to employment. Applicants who wish to do so may self-identify in their cover letter.