

## JOB DESCRIPTION

### **AVP COMMUNITY COORDINATOR – ANTI-VIOLENCE PROJECT**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Organize Anti-Violence Project's (AVP) partnerships, projects, and long-term planning.

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports and is responsible to the AVP Advisory Collective and the Executive Director.
2. Ex officio, non-voting member of the AVP Advisory 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. 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 sexualized and gender-based violence, primarily to UVic students, but also to communities as needed.
3. The staffing model at AVP follows a non-hierarchical framework. Coordinators work collaboratively and share core duties, as well as take responsibility for specific duties allocated to their particular job. Coordinators are responsible to each other but do not report directly to one another. The UVSS Executive Director functions as the main point of contact and support should any staff concerns arise.

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

##### **INTERNAL**

1. Act as the primary point of contact for Advisory Collective members, including compiling agendas, attending meetings, and taking minutes.
2. Organize and advertise the application process and orientation for Advisory Collective members.
3. Lead the annual planning process and coordinate the report presentation to the Advisory Collective, with input from other Coordinators.
4. Lead the strategic development of AVP services, programs, and projects, in consultation with the Advisory Collective.
5. Draft and present proposals to support long-term capacity building and organizational development, including grant-writing, as needed, in collaboration with the Advisory Collective.
6. Proactively identify opportunities to improve services, programming, and outreach.
7. Coordinate feedback intake and regularly assess the needs of key stakeholders (e.g. surveys, consultative meetings, etc.)
8. Identify budgetary requirements for all new and existing partnerships, and provide that information to the Support Coordinator.
9. Organize and schedule internal staff meetings.
10. Provide project management and coordination assistance to AVP staff by (i.e. assisting in task coordination/assignment and follow up).
11. Edit text and other content for promotional and educational materials as needed.
12. Store and maintain the AVP organizational guidelines and ensure that AVP staff and volunteers understand and enact them.

**Duties and qualifications subject to final approval.**

13. Review work study job descriptions, liaise with the work study department, advertise open work study opportunities, organize interviews, and ensure successful applicants are assigned to a specific Coordinator.
14. Provide supervision, structure, resources, guidance, feedback, training and administrative support for any work study students assigned to them, events, and campaign volunteers.

#### **EXTERNAL**

15. Maintain active coalitions with community and campus stakeholders:
  - a. Maintain and develop relationships with the University of Victoria and represent AVP on campus committees (e.g. UVic Sexualized Violence Special Events Committee and the UVic Sexualized Violence Education and Awareness Advisory Committee).
  - b. Maintain and develop relationships with the UVSS, GSS and other on-campus student groups.
  - c. Represent AVP on UVSS committees (e.g. Advocacy and Affiliated Group Coordinators, staff meetings and Board of Directors' committees).
  - d. Collaborate with other community and campus groups to plan events that seek to prevent and bring awareness to gender-based violence (e.g. Sexualized Violence Awareness Week, Red Umbrella Day, National Day of Remembrance and Action on Violence Against Women, Stolen Sisters Memorial March).
16. Coordinate and deliver the Let's Get Consensual Campaign, in partnership with the UVSS.
17. Ensure AVP governance documents are regularly updated on the website, including the Advisory Collective Terms of Reference, and a current list of Collective members and meeting minutes.

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

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

**Duties and qualifications subject to final approval.**

## **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' demonstrated leadership in stakeholder engagement and/or community relations.
4. One year's demonstrated experience facilitating collective decision making, visioning and strategic planning.
5. One year's demonstrated experience in the training, coordination and supervision of volunteers and/or staff.
6. Demonstrated experience in relationship building and community consultation.
7. Demonstrated ability to be organized, attentive to details and assist in project management and coordination.
8. Demonstrated experience in event coordination.
9. Demonstrated experience participating in multi-stakeholder working groups/committees.
10. Demonstrated experience working with paid and volunteer staff using collaborative group decision-making frameworks and anti-oppressive and inclusive organizing practices.
11. Demonstrated ability to independently initiate and complete tasks and long term capacity building.

### **Preferred:**

1. Demonstrated experience using project management platforms (e.g. Asana).
2. Strong writing and communications skills.
3. 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 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.

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