

JOB DESCRIPTION

AVP SUPPORT COORDINATOR – ANTI-VIOLENCE PROJECT

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Coordinate Anti-Violence Project (AVP)'s support, resources, and administration.

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. Coordinate support hours, including setting hours, scheduling and supervising volunteers.
2. Lead support volunteer recruitment, training, organization, duty-delegation, and debriefing.
3. Coordinate the regular review of the AVP support manual, and review it with volunteers and staff.
4. Plan and deliver information, referrals, programming, and procedures for supporting people who have caused harm to unlearn gender-based violence.
5. Update on- and off-campus support resources for survivors, and ensure changes are made in print and online materials (e.g. pamphlets, zines, buttons, blog posts, etc.).
6. Advocate for on-campus survivor-centric policies and procedures, including participating in policy reviews, as needed.
7. Maintain up-to-date support statistics, and information and referrals to on- and off-campus resources.
8. Provide email support to survivors and people supporting survivors.
9. Determine the budget for all new and existing AVP programs, including the Men's Circle, in consultation with AVP Coordinators.
10. Prepare the annual budget for presentation to the Collective.
11. Monitor AVP expenses, provide financial reports to the Collective, and liaise with UVSS Accounting staff as needed.
12. Support budgeting for long-term capacity building and organizational development, and grant-writing as needed, in collaboration with the Collective and the Community Coordinator.

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' 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 preparing and overseeing budgets and financial reports for organizations and/or large projects.
4. Two years' experience in crisis-intervention and support work.
5. One year of volunteer or work experience identifying and referring survivors to trauma-informed community resources.
6. One year's demonstrated experience in the training, coordination and supervision of volunteers and/or staff.
7. Experience working with people who have caused harm to unlearn gender based violence, and/or an understanding of transformative justice.
8. Experience providing confidential and non-judgmental support.
9. Demonstrated experience working with paid and volunteer staff using collaborative group decision-making frameworks and anti-oppressive and inclusive organizing practices.
10. Demonstrated ability to independently initiate and complete tasks and long term capacity building.
11. Experience in collective decision making, visioning and strategic planning.
12. Demonstrated experience with e-mail, Google Drive, WordPress, and other related office software.

Preferred:

1. Demonstrated ability to produce trauma-informed content for social media platforms and print materials.
2. Demonstrated ability to write clearly and concisely.

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.