

## JOB DESCRIPTION

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

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Coordinator for the Anti-Violence Project - the University of Victoria Sexual Assault Centre (AVP).

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports to the AVP Advisory Board and the University of Victoria Students' Society through the General Manager.

#### **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.

#### **DUTIES:**

1. Develop and implement the direction of AVP services and programs.
2. In a joint effort with the AVP Advisory Board, will supervise the Work Study and/or project staff.
3. Determine program, budgetary, operational and organizational requirements for all new and existing AVP programs, investigate additional funding sources.
4. Ensure that the AVP is accessible to all community members, within the guidelines of its terms of reference, policies and procedures.
5. Oversee the day to day workings of the AVP.
6. Review and maintain the AVP operational policies, ensure that AVP staff and volunteers understand and abide by them.
7. Coordinate recruitment, interviewing, screening, orientation, appropriate placement, training, supervision, evaluation, and recognition of AVP volunteers and staff (including work study and practicum placements).
8. Provide support, information and referrals to individuals affected by sexualized violence (through in-person, telephone and email contact) and delegate this task to trained volunteers.
9. Develop AVP print materials (e.g. pamphlets, "Healing" Booklet) and promotional materials (e.g. buttons, sex packs, magnets).
10. Speak publicly regarding issues surrounding sexual assault, provide educational workshops and presentations, and serve as spokesperson for the AVP.
11. Maintain and update the AVP website.
12. Ensure the AVP committees have the appropriate resources and publicity to be able to complete their projects.
13. Maintain the AVP Library with the assistance of staff and volunteers; Establish and maintain active coalitions with community stakeholders.
14. Attend staff, volunteer and committee meetings and other meetings as required.

15. Ex officio, non-voting member of AVP Advisory Board; initiates and coordinates Advisory Board meetings, attends meetings as a meeting resource, takes minutes and ensures minutes are prepared and distributed in a timely manner.
16. Ensure all activities and work performed are carried out in a manner consistent with the values of the AVP and the UVSS.
17. Perform other duties as required.

**QUALIFICATIONS:**

1. Strong anti-oppressive feminist analysis of issues related to sexualized violence and abuse;
2. Two years' experience working with/in social justice organizations and/or sexual assault centres; Two years' experience in volunteer training, coordination and supervision;
3. Two years' experience in crisis-intervention and support work;
4. Demonstrated experience in public speaking, outreach and development of educational programming;
5. Strong knowledge of community resources available to survivors of violence at UVic and in the community;
6. Able to work independently and as part of a team of paid and volunteer staff; Experience in preparing budgets and financial reports;
7. Experience preparing grant and project proposals.

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, Indigenous, queer, and transgendered 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.