

## JOB DESCRIPTION

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

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Support Coordinator for the Anti-Violence Project (AVP): Ending Gender Based Violence - Prevention. Support. Action

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports and is responsible to the AVP Advisory Board and the University of Victoria Students' Society but under the overall authority of the Executive Director.
2. Ex officio, non-voting member of the AVP Advisory Board.

#### **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.
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.

#### **DUTIES:**

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

1. Provide coverage and support for the other AVP Coordinators as needed.
2. Provide support, information and referrals to individuals affected by gender based violence and delegate this task to trained volunteers.
3. Recruit, train, and schedule volunteers.
4. Develop and implement AVP services, programs, and projects.
5. Attend staff, volunteer, and committee meetings, and other meetings as needed.
6. Supervise UVic Work Study positions and project staff.
7. Coordinate hiring, training, supervision, evaluation and recognition of AVP staff, including work study and practicum placements.
8. Coordinate Advisory Board meetings and attend meetings as a resource.
9. Maintain the AVP website.
10. Determine budgetary requirements for all new and existing AVP programs.
11. Ensure that AVP is accessible to all community members.
12. Ensure all activities and work performed are carried out in a manner consistent with the values of AVP.
13. Perform other related duties as required by the AVP Advisory Board.

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

14. Coordinate support hours.
15. Support volunteers and staff in their roles supporting survivors.
16. Prepare the annual budget for presentation to the AVP Advisory Board.

17. Draft proposals to support long-term capacity building and community development in collaboration with the AVP Advisory Board.

**REQUIRED QUALIFICATIONS:**

1. Strong anti-oppressive anti-colonial analysis of issues related to sexualized violence and abuse.
2. Two (2) years' experience working with/in social justice organizations and/or sexual assault centres.
3. Demonstrated experience in training, coordination and supervision of volunteers and/or staff.
4. Willingness to work with people who have caused harm to unlearn gender based violence.
5. Able to work independently and as part of a team of paid and volunteer staff;
6. Demonstrated ability to initiate and complete tasks involving long term capacity building and community development.
7. Experience in collective decision making, visioning and strategic planning.
8. Two (2) years' experience preparing and overseeing budgets and financial reports for organizations and/or large projects.
9. Two (2) years' experience in crisis-intervention and support work.
10. Experience referring survivors of violence to community resources.

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 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.