

JOB DESCRIPTION

VOLUNTEER AND OUTREACH OFFICER – ANTI-VIOLENCE PROJECT

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

The Volunteer and Outreach Officer supports Anti-Violence Project's (AVP) projects, campaigns, and goals.

ORGANIZATIONAL RELATIONSHIP:

Reports and is responsible to the AVP Advisory Collective 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. Assist the AVP Coordinators in developing and implementing workshops on campus.
2. Assist the AVP Coordinators in organizing special events on campus.
3. Assist the AVP Coordinators in developing promotion, education and prevention materials.
4. Assist the AVP Coordinators in providing support, information and referrals to individuals affected by sexualized violence.
5. Attend staff, volunteer and committee meetings and other meetings as required.
6. Ensure all activities and work are carried out in a manner consistent with the values of AVP and the UVSS.
7. Assist the AVP Coordinators with volunteer recruitment, training, and organization.
8. Communicate with and delegate duties and responsibilities to trained volunteers.
9. Send out regular emails to volunteers on volunteer tasks and upcoming events, with input from Coordinators.
10. Maintain volunteer related administration documents (including volunteer hour log).
11. Other related duties, as assigned by the Coordinators or the Executive Director.

QUALIFICATIONS:

Required

1. Must be a member in good standing of the University of Victoria Students' Society (a current undergraduate student).

2. Minimum six-months' demonstrated experience working or volunteering with/in social justice organizations and/or sexual assault centres.
3. 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.
4. Demonstrated ability creating and maintaining safer spaces for diverse groups of people.
5. Demonstrated experience organizing events, facilitating workshops and presentations, and/or coordinating volunteers.
6. Experience providing confidential and non-judgmental support.

Preferred

1. Demonstrated work or volunteer experience in a collaborative work environment.
2. Demonstrated ability producing content for social media platforms.
3. Demonstrated experience with e-mail, Google Drive, WordPress, and other related office software.

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, and 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.