

## JOB DESCRIPTION – CANADA SUMMER JOBS 2026

### **ANTI-VIOLENCE PROJECT EDUCATION OUTREACH PROGRAM COORDINATOR**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

The Education Outreach Program Coordinator role provides a youth the opportunity to gain experience in a non-profit environment. The Anti-Violence Project (AVP) is an on-campus sexual assault resource centre and UVSS service group that serves UVic students and community members.

The AVP team is developing an in-house intensive training course that prepares volunteers to offer peer support sessions and respond to disclosures on shift. This role will help review and bolster the initial draft of the training material alongside other co-workers. Some responsibilities will include reviewing existing materials, identifying areas for improvement, and helping with revisions. This role will organize training materials and ensure they align with content edits, including slide decks, notes for facilitation, and interactive activities. Other tasks include organization of digital files, preparing training materials, and coordinating training schedules.

The Education Outreach Program Coordinator will also take part in the creation and distribution of educational and promotional materials that help enhance AVP's public presence. This may include writing content for our social media channels, designing posters and digital graphics in Canva, and sharing these materials across campus or through social media. This position will play an important part in keeping people informed about AVP's services, workshops, and other campaigns.

In addition to our intensive-training program development, this role will also help plan and deliver our existing workshops on topics such as consent, boundaries, and anti-oppression. This can look like brainstorming or editing workshop content, printing handouts and other workshop materials, and even stepping into the role of a facilitator by leading small activities, presenting some speaking points, or acting as a guide in group discussions. The youth hired may also be asked to create and distribute post-workshop surveys to collect feedback to use for future improvements.

AVP operates with the continual goal of expanding our outreach efforts to reach new communities on and off campus. The Education Outreach Program Coordinator should expect to participate and represent AVP at campus events, awareness campaigns, and more. This includes setting up and taking down displays, keeping materials organized, and documenting interactions to help the team track engagement and impact. We deeply value these opportunities to connect the broader campus community, and the Education Outreach Program Coordinator should recognize the value in fostering these relationships.

On a day-to-day basis, the Education Outreach Program Coordinator will have the opportunity to take on general administrative tasks. They will attend and participate in

weekly staff meetings where they will contribute progress updates and share ideas with the team. Other operational duties involve maintaining file organization in One Drive and compiling data from peer support and workshop sessions to support ongoing projects.

While AVP ensures staff work within the assigned job description duties they are provided with upon being hired, there is a measure of flexibility within the scope of expectations. We want staff to take on tasks that reflect their interests and strengths, and welcome diverse perspectives.

AVP strongly encourages applications from Indigenous, Black, racialized, disabled, queer, trans, and Two-Spirit youth, as well as others from groups underrepresented in the labour market. We aim to provide an accessible and affirming work environment where youth can gain confidence, skills, and experience in anti-violence and social justice work.

**Please send resume and cover letter to [avpoperations@uvss.ca](mailto:avpoperations@uvss.ca) and [avppeersupport@uvss.ca](mailto:avppeersupport@uvss.ca)**