



AVP Project Assistant Job Description

Wage: \$19.50/hr + \$1.50/hr department top up + 4% vacation pay

Location: UVic Student Union Building B027

Schedule: Flexible, Mon-Fri

Available hours: 125hrs to be completed between September – April 2027

DEADLINE: Sep 21st, 11:59pm

Applicants must be eligible to participate in the UVic Work Study Program

Job Description

The Anti-Violence Project (AVP) is UVic's on-campus Sexual Assault Centre, located in the Student Union Building. AVP is committed to ending gender-based and sexualized violence through peer support, education, and community advocacy. We are a small but mighty team that believes in collective care, accountability, and anti-oppressive, non-carceral approaches to harm. The AVP Project Assistant supports a range of community-centered projects across campus, helping the team build accessible and empowering programming. The position is intentionally flexible to match the strengths and learning goals of the student, while contributing to AVP's mission. Responsibilities (may include, but are not limited to):

1. Assisting with outreach and tabling at campus events
2. Supporting events, discussion groups, and peer-based programming
3. Helping with resource creation (e.g., zines, flyers, or digital materials) and organizing AVP's physical or digital resource library
4. Co-planning or co-facilitating workshops or presentations (optional and interest-based)
5. Supporting administrative tasks such as organizing supplies, digital files, or event logistics
6. Collaborating with campus and community partners on ongoing or emerging initiatives



7. Participating in AVP team meetings and contributing to internal planning and reflection
8. Taking initiative on a self-directed mini project (e.g., an event, creative piece, or campaign)
9. Additional tasks may be assigned as needed, depending on AVP's evolving priorities and the strengths or interests of the student.

Qualifications

Required:

1. Awareness and passion about social justice, human rights, feminism and anti-violence
2. Be curious, self-motivated, and compassionate
3. Be comfortable working both independently and collaboratively
4. Have some familiarity with issues related to gender-based or sexualized violence, or a willingness to learn
5. Demonstrate empathy, openness to feedback, and a commitment to ongoing learning
6. Enjoy creative problem-solving and taking initiative

Preferred:

1. Experience with community engagement, peer support, or event coordination
2. Interest in social justice, education, facilitation, creative design, or research.
3. Experience creating safer spaces and working to reduce stigma.

How to Apply:

Please email your resume and cover letter to: The Peer Support and Administration Coordinator, avppeersupport@uvss.ca. If writing is not accessible to you, please feel free to send an email to coordinate an alternative application process. In support of employment equity and in order to increase our relevancy and diversity of skills, knowledge and experience, AVP strongly encourages people of colour, persons with disabilities, Indigenous, Black, queer, and transgender students to apply and will give hiring preference 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. You don't need to meet every single qualification to apply. If this role excites you and you're interested in growing with us, we'd love to hear from you.