

## **Coordinator, Community Education – Gender-Based Violence Projects**

*Temporary Full-time Contract until September 29th, 2023*

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### **Overview:**

Are you a Coordinator with community education experience with gender-based violence projects? Do you want to play a key role collaborating with immigrant and refugee-serving sector staff, leaders, and those in related fields to support gender-based violence projects? Then come work with us to as a Coordinator, Community Education for our Gender-Based Violence Projects.

### **Who are we looking for?**

We are looking for a dynamic coordinator who wants to play a key role in coordinating online gender-based violence courses as well as work collaboratively with other team members on other projects.

### **What will the Coordinator, Community Education – Gender-Based Violence Project do?**

- Coordination of online GBV courses, content development and collaboration with consultants, course designer, and other OCASI team members
- Plan and coordinate on webinars, virtual and in-person events
- Collaborate with other GBV project team members on Violence against Women projects which may be funded by multiple sponsors
- Implement strategies to encourage and obtain stakeholder and/or community support
- Coordinate program teams and advisory groups to recommend project development and implementation
- Plan, facilitate and conduct meetings
- Coordinate the publicity and development of news releases, graphics, brochures, pamphlets and other material
- Manage the GBV Community of Practice website to support networking and collaboration within communities

- Prepare narrative and evaluative reports on project(s) progress

### **Who we are:**

OCASI – Ontario Council of Agencies Serving Immigrants acts as the collective voice for immigrant and refugee-serving organizations in Ontario, and coordinates response to shared needs and concerns. Our mission is to achieve equality, access and full participation for immigrants and refugees in every aspect of Canadian life. OCASI was founded in 1978 and now has 240 member agencies across Ontario.

### **Required qualifications:**

- Relevant post-secondary diploma or degree (e.g. social science, social work, community development, immigration & settlement studies) or the equivalent acceptable combination of education and experience working in the non-profit sector with a focus on organizational development and change, capacity building and training
- Minimum 3 years of experience in a similar role as a coordinator working in a non-profit or community-based agency in areas of gender-based violence or women's services organization
- Extensive experience in developing and facilitating trainings and workshops on gender-based violence
- Extensive knowledge of GBV issues, survivor-led projects and challenges in the newcomer and refugee communities in Canada
- Ability to work with newcomer communities and NSRI women and survivors in a trauma-informed, de-colonial and respectful manner
- Strong analysis of power, privilege and positionality and how to ensure that oppressive power dynamics are not replicated through the program activities
- Demonstrated commitment to principles of social justice, cultural competency and equity and inclusion
- Demonstrated experience in program coordination including program planning, developing work plans, priority settings, keeping track of expenses, writing reports to funders and evaluation
- Excellent written and verbal communication skills including the ability to communicate effectively with a wide range of stakeholders and influence decision-makers
- Strong relationship building and networking skills as well as the ability to establish rapport with members, partners, staff, students and volunteers
- Excellent interpersonal skills including the ability to consult and collaborate
- Good computer skills, proficient with MS Office applications
- Demonstrated experience utilizing social media tools to promote projects/campaigns
- Ability to function in a multidisciplinary, culturally diverse workplace and work with a wide range of client groups
- Strong research, analytical and editorial skills
- Detailed-oriented with strong organizational skills to meet tight deadlines and demanding schedules
- Good judgement, problem solving and conflict resolution skills
- Ability to work both independently and as part of a team environment

### **Details:**

Salary is \$51,220 plus benefits, unionized with Unifor Local 87M

**How to apply:**

Send a cover letter and resume with the subject line Coordinator, Community Education – Gender-Based Violence Project by October 22<sup>nd</sup>, 2021 to: Hiring Committee, OCASI at [gethired@ocasi.org](mailto:gethired@ocasi.org).

*OCASI is committed to Employment Equity. We especially welcome applications from members of racialized groups, Indigenous persons, persons with disabilities, persons of diverse sexual orientations and gender identities. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.*

*We thank all applicants for applying however, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.*