

JOB INFORMATION

COORDINATOR, SEXUAL ASSAULT NETWORK (SAN)

POSITION SUMMARY

SAN is a network of local service providers that work to end sexual violence and to coordinate community services and programs around sexual violence. The SAN Coordinator works under the direction of the Program Director to ensure overall coordination of the network. This includes working with the SAN Advisory Committee in organizing SAN meetings and SAN communications. The Coordinator promotes professional and local community development activities related to sexual violence and participates in local organizations and committees consistent with SAN's mandate.

Qualifications

- ♦ Bachelor's level degree in social sciences, or equivalent in a related field
- ♦ A minimum of three (3) years related experience working in the area of violence against women including sexual violence and gender based violence
- ♦ Strong experience in community outreach, public education and advocacy
- ♦ Experience in working with the media
- ♦ Experience working with diverse populations based on (but not limited to) culture, race, socio-economic status, gender identity and sexual orientation
- ♦ Experience working with community based organizations and networks
- ♦ Experience managing program budgets
- ♦ Experience with multiple software programs and social media
- ♦ Experience with group processes and community engagement
- ♦ Strong knowledge of the dynamics of sexual violence from a feminist perspective
- ♦ Knowledge of sexual violence as a societal, structural and personal issue
- ♦ Understanding of the impacts of sexual abuse and trauma
- ♦ Knowledge of community resources relating to violence against women and gender based violence
- ♦ Knowledge of anti-oppression feminist framework is essential

TITLE:

**Coordinator, Sexual
Assault Network (SAN)**

REPORTS TO:

**Director, Community &
Anti-Violence Programs**

TEAM:

Anti-Violence Programs

LOCATION:

**Family Services Ottawa
(FSO)**

HOURS OF WORK:

**21 hours / week (some
evening and weekend
work required)**

UNION/NON-UNION:

**Union; salary level 4
(under review)**

CLOSING DATE:

**Friday November 9,
2018 at 4:00pm**

APPLY TO:

**[careers@familyservices
ottawa.org](mailto:careers@familyservicesottawa.org)**

- ◆ Knowledge of social media and mainstream media and how best to work with each
- ◆ Excellent verbal communication skills in English and French
- ◆ Excellent written skills in English
- ◆ Strong skills in grant/proposal writing
- ◆ Excellent interpersonal skills; able to liaise and work collaboratively with a diverse range of stakeholders
- ◆ Strong administrative skills including minute writing, preparation and management of budgets, record-keeping and report writing
- ◆ Organizational skills to plan and deliver events and workshops
- ◆ Strong group facilitation and presentation skills
- ◆ Skilled at maintaining accurate records
- ◆ Written French language skills are an asset

Terms and Conditions

- ◆ Must pass a police records check for working with the vulnerable sector
- ◆ Some weekend and evening work is required
- ◆ Local travel is required

External Posting Period

October 22, 2018 to November 9, 2018, 2018

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. FSO is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please let us know.

While we thank all candidates for their interest, only those selected for an interview will be contacted