



*P.O. Box 10172 Thunder Bay, Ontario P7B 6T7
Bus. Phone: (807) 345-4681 Fax: (807) 345-4550
Crisis Phone: (807) 345-0450
Email: faye@fayepeterson.org
Website: www.fayepeterson.org*

Date: June 24, 2024
To: All Staff
From: Debbie
RE: **Job Posting – permanent full time (35 hours a week)**
Digital Communications and Public Education Coordinator
Competition #2024-03

Salary Range: \$28.59-\$31.17

Hours of Work: Monday-Friday (hours to vary, some evenings required), 35/wk.

Job Description: Available

Purpose: Coordinate, plan, deliver and evaluate all public education services for Faye Peterson House (Crisis Homes Inc.)

Qualifications:

- 1) Completed post-secondary education in the community development discipline or training and experience in closely related field. (A copy of your qualifications must be attached to your resume).
- 2) A feminist analysis of Gender Based Violence including sexual violence; this analysis includes understanding the way that age, ability, race, indigeneity, queerness and trans-ness impact experiences of violence and support- seeking.
- 3) Work experience in Violence against Women of three to five years of full time or full-time equivalent performed at a competent level or similar field.
- 4) A commitment to working within an anti-racist, anti-oppressive, and decolonial framework.
- 5) Strong networking abilities to build community relationships and partnerships. Must have knowledge of community resources, treatment centers, social service networks and organizations.
- 6) Demonstrated strong public speaking and presentation skills.
- 7) Excellent communication skills, both written and verbal
- 8) Strong social media (digital communications) skills, including, planning, development, delivery, and evaluation of same, manage the website re postings etc.
- 9) Demonstrated ability to work with a variety of people, situations, challenges and be a team member.



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- 10) Strong written and oral communication, case management and report writing skills.
- 11) Skills in the use of a computer and a client information data base for statistical recording, correspondence and report writing.
- 12) Proof of a valid Ontario Drivers Licence, automobile insurance and access to own vehicle.
- 13) Preference will be given to diverse candidates who identify as such and/or speak (and write) in more than one language.
- 14) Demonstrated understanding of mindfulness principals as they relate to being a woman and or child advocate.
- 15) Demonstrated understanding and commitment to the Mission, Vision, and Value statements of the organization as well as an analysis of Violence Against Women.
- 16) Provide proof of full COVID vaccination (3 shots).
- 17) Provide current First Aid /CPR certificate or willing to complete upon hire.
- 18) Successful completion of an Enhanced Criminal Reference check to the satisfaction of the Director.

If you are interested in applying, please submit a letter of intent and an updated resume (including copies of academic qualifications) to me by August 1, 2024, at 4:00 p.m.