



COMMUNITY COORDINATOR

The Dufferin/Caledon Domestic Assault Review Team (DART), established in 1994, is a group of representatives from the County of Dufferin and Town of Caledon (Region of Peel) criminal justice, medical, child protection and community service agencies. Each agency has an individual mandate to deal with domestic abuse: victims, children who have been exposed or perpetrators of the abuse.

The Sexual Assault Advisory Committee (SAAC) was established to assist in developing and sustaining effective, coordinated and community responsive services to meet the needs of sexual assault victims and survivors in Dufferin-Caledon. The Committee performs an advisory role to the independent programs of its representative members.

DART receives funds to support a Survivor Engagement Project for people with lived experience. The Voices of Courage is a strong group of survivors who are committed to sharing their stories and providing feedback to the DART member agencies, in an effort to improve service for other victims. They are an active part of the DART community.

We are seeking a part-time (7 hrs/week) Coordinator who can support the roles of all 3 committees.

Responsibilities will include:

- Coordinating DART, SAAC and Voices of Courage meetings, agendas and minute taking
- Outreach to member agencies and other community agencies
- Organizing and facilitating training initiatives
- Updating the Protocols as required
- Maintaining the DART website
- Reporting to funders
- Researching additional funding opportunities
- Community outreach activities

Qualifications:

- Thorough knowledge of violence against women issues and the agencies and sectors involved
- Excellent written and oral communication skills
- Demonstrated experience in community development
- Strong initiative and ability to work independently
- Effective time management skills
- Knowledge in the use of Microsoft Office applications and website management and maintenance
- Use of a vehicle, valid driver's license and automobile insurance

Hours of Work: Flexible hours but must be able to attend all DART, SAAC and Voices of Courage committee meetings and training initiatives.

We are dedicated to achieving an environment that reflects the diversity of the community we serve and welcome applications from all qualified candidates.

Please forward your resume by 9:00am, Wednesday, July 24, 2024 to:

DART Hiring Committee
c/o lyn@familytransitionplace.ca

We thank all applicants for their interest but only those selected for interviews will be contacted.