

www.womensupportnetwork.ca  
1110 Stellar Drive, Unit/Bureau 109  
Newmarket, Ontario L3Y 7B7  
Tel/ Tél. : 905.895.3646  
Fax/ Téléc. : 905.895.6542

Crisis Line/ Ligne d'aide :  
905.895.7313  
1.800.263.6734



women's support network  
of york region

Réseau de soutien pour les femmes  
de la région de York

### Job Posting

*The Women's Support Network (WSN) is the rape crisis/sexual assault centre in York Region. WSN is a feminist, non-profit organization that provides support to survivors of sexual violence and sexual exploitation for the purpose of human trafficking. WSN is situated, in Newmarket, on the traditional territories of the Wendat, the Haudenosaunee, and the Anishinaabe peoples whose presence here continues to this day. We honour and acknowledge this land and its people.*

#### **Job Title: Public Education Coordinator**

**Terms:** Full-time, permanent position 37.5 hours weekly, including occasional evenings and weekend availability required.

**Salary:** \$53,776.32 to \$56,472.00 per annum + benefits

The Public Education Coordinator reports to the Program Manager and works in co-operation with the staff and volunteers of the WSN.

#### **Major Responsibilities:**

- Provide all services from an integrated feminist, anti-colonial, anti-racist and anti-oppression framework.
- Co-ordinate and deliver presentations about topics fostering a violence free community (e.g. helpful relationships, consent and sexual violence awareness and prevention) to youth, marginalized communities, private and non-profit organizations and community groups.
- Conduct outreach to diverse communities and agencies in all municipalities of York Region, with a focus on target populations, to raise awareness about WSN services and sexual violence related issues.
- Develop educational and outreach materials for distribution to identified groups through social media and presentations.
- Update and maintain WSN's social media tools, including websites.
- Coordinate WSN's social action and advocacy initiatives e.g. International Women's Day, Sexual Assault Awareness Month, Take Back the Night.
- Recruit and screen volunteers and deliver WSN's volunteer training program.
- Maintain and update the volunteer training program content and related materials and handouts, including the volunteer crisis line resource manual.
- Act as an advocate and resource person for the agency on trauma, sexual violence, and sexual exploitation.
- Represent WSN on applicable community committees, situation tables, and coalitions.
- Maintain online/SMS support schedule for volunteers and paid workers to ensure effective coverage.
- On a one-week rotational basis, perform the role of staff back-up for volunteers responding to calls on WSN's 24-hour crisis line.
- On a rotational basis participate in the delivery of WSN's bingo fundraiser in Newmarket (Sunday 3:45pm-6pm).
- Undertake special projects and other related duties consistent with the organization's objectives, as assigned.

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### Qualifications:

- A minimum of two years' experience working with and advocating for survivors who have experienced sexual violence.
- A minimum of two years experience outreaching and delivering education presentations (in person and virtually) with diverse communities/ learners in small and large groups.
- Specialized knowledge of marginalized groups, trauma, mental health, sexual exploitation and substance abuse issues.
- Demonstrated knowledge of relevant legislation (i.e. Child and Family Services Act) and Regional services for referral purposes.
- Demonstrated experience recruiting and training volunteers.
- Demonstrated experience outreaching to and collaborating with diverse stakeholders.
- Proficiency in working with client and volunteer management software.
- Excellent computer skills, including ability to use Canva, Course Craft, Zoom, MS Office (Excel, Word, PowerPoint) and proficiency in Google Suite (including Gmail, Google docs, sheets, and Meet), Publisher, Photoshop or similar software.
- Social media marketing knowledge and website maintenance is an asset.
- A second language other than English and French is an asset; Bilingualism is an asset.
- Available to work onsite at WSN's office in Newmarket (M-W), from community spaces, and from a private home office to accommodate WSN's current hybrid work model.
- A reliable vehicle, valid driver's license and insurance are required.
- Knowledge of the York Region community.
- Related post-secondary education.

### **This position will remain open until filled.**

Please submit a cover letter and resume to: Jeen maria Joseph at [jjoseph@womenssupportnetwork.ca](mailto:jjoseph@womenssupportnetwork.ca)

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only applicants selected for an interview will be contacted. WSN is committed to a staff team that reflects the diversity within the community. We encourage Indigenous, Black, women of colour, immigrant women, differently abled, francophone, lesbian, bisexual and trans women to apply.