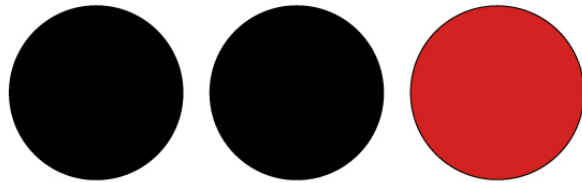




**BATTERED WOMEN'S
SUPPORT SERVICES**



Safety Changes Everything

Education and Training Program Co-ordinator

JOIN OUR TEAM

We're on a mission to end gender-based violence. For over 40 years we've walked alongside survivors, providing advocacy, amplifying resilience and resistance, and we're just getting started. We are committed to doing the work and putting survivors at the centre. A mission like ours needs a perspective like yours, that's what makes us stronger. For more information on BWSS visit www.bwss.org

JOB TITLE

Education and Training Program Coordinator

JOB SUMMARY

The Education and Training Program Co-ordinator at BWSS is responsible for running a diversified education and training portfolio with a significant geographical footprint that includes developing, co-ordinating and delivery of high-quality education and training programs through BWSS Violence Prevention and Intervention Training program, and BWSS Strategic Interventions fee-for-service training and consultancy social enterprise. In addition, while working in collaboration with the leadership team, the Education and Training Program Coordinator helps to assess in-house staff training needs and co-ordinates education and training opportunities for the BWSS staff team.

The Education and Training Co-ordinator trains and supervises BWSS Crisis line and Intake volunteers and office volunteers in order to provide exceptional direct services and to maintain the standards set by BWSS. The BWSS 24/7 Crisis Line and Intake services include providing emotional support, information, and referrals to adult women survivors of violence in relationships, sexual assault, physical and sexual childhood abuse, criminal harassment, elder abuse, dating violence, and other forms of violence against women over the phone or in person.

In addition, Education and Training Co-ordinator supports BWSS's public outreach efforts.

BWSS education and training services and programs are grounded in strong theoretical and practice frameworks that are rooted in an anti-oppression intersectional feminist and decolonizing analysis of violence against women and gender-based violence. The Education and Training Program Co-ordinator is a member of the Crisis Team.

This position reports to the BWSS Director of Clinical Practice and Direct Service.

MAIN DUTIES:

- Develop, design, and maintain education and training content and materials
- Coordinate and deliver workshops and other training opportunities

- Business development and promotion of workshops and training opportunities
- Develop and manage educational resources as required
- Develop, support, and coordinate outreach and public engagement activities
- As required, represent BWSS at workshops, trainings, and conferences
- Provide advisory services to organizations, businesses, and institutions
- Manage, train, supervise, volunteers and interns
- Work as a member of the Crisis Team supporting survivors of gender-based violence
- Help assess in-house staff training needs and co-ordinates education and training opportunities for the BWSS staff team
- Compile and maintain data to monitor program impact and inform ongoing program development and evaluation
- As required, actively promote and participate in fundraising activities and income-generating activities
- Perform other duties as required

YOU MUST HAVE...

- Demonstrated training experience – proficient in relevant training methodologies, curriculum development,
- Excellent critical thinking, time management, team-building skills,
- Demonstrated experience in successful marketing strategies is highly desirable
- Demonstrated experience in successful business development is highly desirable
- Has working knowledge of training methodologies, instructional design and delivery, and adult education techniques, concepts, principles, and learning tools
- Embraces and learns new technology easily
- Has excellent written and verbal communication skills
- Is proficient with Office365 applications, with a high degree of skill in PowerPoint, Excel, and Word
- Demonstrated strong working knowledge of social media tools and presentation tools (e.g. Prezi)
- Basic digital design skills
- Demonstrated advanced knowledge of gender-based violence theories, interventions, social contexts, and communities
- Demonstrated knowledge of and experience in adult education, group facilitation, and public speaking
- Demonstrated organizational and project management skills
- Entrepreneurial orientation
- Willingness to follow all policies and procedures of the organization

YOU'LL BE SUCCESSFUL IF YOU...

- Have a strong feminist analysis of violence against women and gender-based violence and direct service experience with survivors using a feminist approach;
- Have a strong anti-oppression awareness and analysis and direct service experience with survivors using an anti-oppression approach;
- Have demonstrated cultural competency including awareness of diverse marginalized communities and ability to work with survivors from various cultural communities;
- Are committed to and practice of anti-oppression, and decolonizing;
- Have strong conflict resolution skills and demonstrated ability to work as a member of a team;
- Have satisfactory criminal record checks;

- Ability to speak languages in addition to English would be an asset.
- Valid BC Drivers' license highly desirable
- Experience with graphic design as an asset

CLASSIFICATION

- Full-time position at 40 hours per week Monday to Friday 9:00 to 5:00
- Benchmark Title: Program Coordinator 2
- Classification Grid: JJEP Grid 14
- Hourly Rate \$28.39
- This position requires union membership;
- Preferential and limited hiring assist BWSS to achieve diverse and equitable representation in the workplace and to recruit employees whose identities enrich the ways in which we accomplish our mission and serve the community. As a result, this position will be held by cis or trans woman or femme.

APPLICATION PROCESS:

If you seek the opportunity to commit to an organization engaged in making a real difference in the lives of children and women in our community, please send your resume by **5pm on January 3rd 2022**. Respond via email to: Battered Women's Support Services endingviolence@bwss.org. No phone calls please.