



Take a Stand Coordinator

Full-Time (35 hours per week)

The Calgary Women's Emergency Shelter is here to support individuals and families in their efforts to live free from family violence and abuse. We are currently looking for a Take a Stand Coordinator to join our new "Take a Stand" community capability building initiative. This new initiative raises community awareness about family violence so as to empower community members to recognize family violence, respond to it effectively, and refer survivors to family violence serving organizations; thereby increasing early intervention efforts and building capacity in the community to ultimately prevent family violence.

The Take a Stand Coordinator is responsible for the development and delivery of this new proactive, community-focused awareness and education initiative on behalf of Calgary Women's Emergency Shelter. This person will manage day-to-day operations of the initiative, working closely with, and under the direction of, the Manager of Community Development and Informal Supports.

Duties and Responsibilities will include, but may not be limited to:

- Initiate and maintain public education activities in the community to raise awareness of family violence and abuse and the resources available to individuals impacted by it, and assist in the development of an annual education plan and report for the organization.
- Design and deliver/coordinate educational programs and training events for a variety of target groups (e.g. professionals, students, staff members and volunteers, general community members, businesses, etc.).
- Evaluate training and educational programs to ensure that they have met the requirements of the target group, and the overall outcomes of the initiative.
- Coordinate education and research content for internal and external public awareness/educational communications collaterals.
- Act as a resource for inquiries from the general public and for the organization re: CWES programs and services.
- Maintain ongoing contact with colleagues and contacts external to the organization to ensure educational requirements are being met.
- Cultivate relationships with colleagues in the community, education institutions, multicultural groups and other relevant groups and/or organizations to integrate and facilitate the activities of the organization.
- Maintain a current knowledge of family violence, relevant research, promising practices, and current resources. Be prepared to upgrade skills as required.
- Participate in community conferences, information/resources fairs, and committees related to the objectives of the initiative.
- Facilitate and lead presentations to organizations and community groups on topics relating to the initiative.
- Work collaboratively with staff, volunteers and community partners to implement initiative.
- Training and supervising volunteers supporting the initiative with the future possibility of supervising a small team of Take a Stand Facilitators.
- Develop and implement means of continuous improvement of educational services.
- Prepare monthly statistical and summary reports of education activities and events.
- Assist with fundraising/grant writing efforts in support of the initiative.
- Assume other functions as assigned by the supervisor.

Skills and Qualifications

- Bachelor's degree or equivalent work experience.
- Adult Educator Seminar Series Certificate is preferred.
- Enthusiastic and empathetic professional who is a positive and innovative thinker.
- Dynamic public presentation skills with demonstrated ability to reach diverse audiences.
- Minimum of 3-5 years of experience in the facilitation and coordination of education and training programs, as well as in adult learning principles.
- Able to create, maintain, analyze and make recommendations based on data and anecdotal information. Experience and education in statistics would be an asset.
- Self-motivated with strong self-management ability is essential.
- Demonstrated leadership characteristics and traits that include effective time management, integrity, initiative and responsibility.
- Experienced in supervising small to medium size teams.
- Able to work cooperatively with volunteers, staff, community partners, and other organizations.
- Strong communication skills (oral and written) in English. A second language would be an asset.
- Demonstrated effective and engaging interpersonal skills.
- Strong organizational skills with strengths in prioritization and efficiencies.
- Able to multi-task and adapt to various situations.
- Computer literate, with proficiency in MS Office, specifically Microsoft PowerPoint, and willing to learn new software.
- Keen attention to detail and strong work ethic.
- Experienced and enjoy working in a team environment.

Other Information

- This position requires a valid driver's license and use of a personal vehicle. Mileage will be reimbursed.
- A criminal records search and an intervention record check are conditions of employment.
- In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

TO APPLY: Please submit your resume and cover letter via Reachire <http://reachire.ca/index.php>.

CLOSE DATE: Review of applications begins on **January 26, 2018**. The position will remain open until filled.

The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.

We thank all candidates for their interest, only those selected for an interview will be contacted.

We regret that we are unable to accept telephone inquiries.