

Position Title: Project Coordinator – Sexual Violence CSN Project

Resume may be sent to della@womensplaceresourcecenter.com

or

The Women's Place Resource Center

Box 383 Annapolis Royal NS B0S1A0

Applications will be accepted post marked by May 23 or received by e-mail by May 27th

Status: Term (17.5 hours/week), 11 months (with possibility for 1 year renewal)

Reports To: Advisory Committee for Annapolis Valley Community Support Network (CSN) Grant (Community Services)

Location: Annapolis, Kings and West Hants Counties

Salary: \$24.00 per hour

Position Summary: The CSN Project Coordinator will coordinate efforts in Annapolis, Kings and West Hants Counties to respond to sexualized violence under the CSN Grant proposal guidelines. This position will enhance the ability of both community and government-based agencies to promote trauma-informed practices and build local capacity for sexual violence peer support . Working both independently and as a member of a team, the Coordinator will assume responsibility for coordinating the directives of the Advisory Committee for the CSN Grant. Candidates must be able to work flexible hours to accommodate the schedules of Committee members.

Responsibilities:

- Coordinate/attend meetings of the Advisory Committee for CSN Grant.
- Provide project coordination and administrative support
- Coordinate and support project partners in relation to project activities
- Update website regarding developments/training.
- Contribute to local, regional and provincial activities, as needed.
- Support public awareness/knowledge of trauma-informed practices, peer support and sexualized violence.

- Assist with local media enquiries.
- Other duties, as assigned.

Knowledge, Skills and Experience:

- Postsecondary degree or diploma in social sciences or health-related discipline is preferred. An applicant with a comparable combination of career and life experiences will be considered.
- Demonstrated knowledge of trauma-informed practices and sexual violence.
- Demonstrated community engagement skills.
- Demonstrated project coordination and administration skills
- Superior communication skills, both oral and written, and sound judgment.
- Excellent organization, time-management and priority-setting skills.
- Demonstrated ability to take initiative.
- Demonstrated ability to develop strong partnerships with both local and government-based agencies.
- Demonstrated ability to work both independently and part of a team.
- Strong presentation skills.
- Exceptional computer skills, including Microsoft Office, email, Internet and website updates.
- Must be flexible.
- Demonstrated ability to show sensitivity with respect to survivors of sexual violence/trauma.
- Demonstrated, comprehensive knowledge of community resources.
- Valid driver's license, access to personal vehicle and willingness to travel.
- Ability to meet deadlines.

When applying to the above position, **please include a cover letter** that clearly states how you meet the requirements and qualifications for the position along with a resume.

Only those candidates selected for an interview will be contacted.