Date: April 10th, 2024

To: All Staff

From: Debbie

RE: **Job Posting – permanent full time (35 hours a week)**

 Digital Communications and Public Education Coordinator

 Competition #2024-03

**Salary Range:**  $28.59-$31.17

**Hours of Work:** Monday-Friday (hours to vary, some evenings required), 35/wk.

**Job Description**: Available

**Purpose:** Coordinate, plan, deliver and evaluate all public education services for Faye Peterson House (Crisis Homes Inc.)

**Qualifications**:

1. Completed post-secondary education in the community development discipline or training and experience in closely related field. (A copy of your qualifications must be attached to your resume).
2. A feminist analysis of Gender Based Violence including sexual violence; this analysis includes understanding the way that age, ability, race, indigeneity, queerness and trans-ness impact experiences of violence and support- seeking.
3. Work experience in Violence against Women of three to five years of full time or full-time equivalent performed at a competent level or similar field.
4. A commitment to working within an anti-racist, anti-oppressive, and decolonial framework.
5. Strong networking abilities to build community relationships and partnerships. Must have knowledge of community resources, treatment centers, social service networks and organizations.
6. Demonstrated strong public speaking and presentation skills.
7. Excellent communication skills, both written and verbal
8. Strong social media (digital communications) skills, including, planning, development, delivery, and evaluation of same, manage the website re postings etc.
9. Demonstrated ability to work with a variety of people, situations, challenges and be a team member.
10. Strong written and oral communication, case management and report writing skills.
11. Skills in the use of a computer and a client information data base for statistical recording, correspondence and report writing.
12. Proof of a valid Ontario Drivers Licence, automobile insurance and access to own vehicle.
13. Preference will be given to diverse candidates who identify as such and/or speak (and write) in more than one language.
14. Demonstrated understanding of mindfulness principals as they relate to being a woman and or child advocate.
15. Demonstrated understanding and commitment to the Mission, Vision, and Value statements of the organization as well as an analysis of Violence Against Women.
16. Provide proof of full COVID vaccination (3 shots).
17. Provide current First Aid /CPR certificate or willing to complete upon hire.
18. Successful completion of an Enhanced Criminal Reference check to the satisfaction of the Director.

If you are interested in applying, please submit a letter of intent and an updated resume (including copies of academic qualifications) to me by May 1st, 2024, at 4:00 p.m.