

## **EMPLOYMENT OPPORTUNITY**

### **Training Lead and Project Coordinator – SHARP Workplaces**

#### **About Ending Violence Association of BC**

The Ending Violence Association of BC (EVA BC) is a dynamic, solutions-based provincial non-profit association that trains and supports over 300 anti-violence programs and initiatives across BC that respond to sexual and domestic violence, child abuse, criminal harassment, and workplace bullying and sexual harassment.

We respectfully acknowledge that our office is located on the unceded, ancestral, and traditional territories of the xwməθkwəy̓ əm (Musqueam), Sḵwx̱ wú7mesh Úxwumixw (Squamish), and sə́l ilw̓ ətaʔt̓ (Tseil-Waututh) Nations.

Our goals are to: provide support and trauma-informed training to the staff of community-based victim support programs in BC; undertake research, develop and distribute public legal education resources and tools to community programs serving victims and survivors of crime; educate the public on the needs of victims and survivors of violence/abuse/harassment; develop and maintain standards for the provision of service to those who have been victimized; foster the development of relevant cross-sector initiatives across BC and support communities to maintain them; provide related public legal education and trauma-informed training to criminal justice, health and social service system personnel; work in partnership with other provincial organizations, educational institutions, and other key organizations in related fields to ensure cross-sector collaboration and information exchange at the provincial level; and engage in projects and programs that work toward the prevention of gender-based violence.

In recent years, EVA BC's expertise and support has been increasingly sought by unions and private sector organizations to assist them with preventing and responding to gender-based violence, harassment, and bullying, including sexual harassment in the workplace.

#### **Sexual Harassment Advice, Response, and Prevention for Workplaces (SHARP Workplaces)**

EVA BC has secured multi-year project funding from the Department of Justice, Canada to deliver public legal education and information on workplace sexual harassment to small businesses, non-profits, Student Legal Clinics, and Indigenous communities across BC (the SHARP Workplaces program).

SHARP Workplaces is a partnership between EVA BC and Community Legal Assistance Society (CLAS). Under this program, EVA BC develops training and resources with the support of CLAS lawyers, and CLAS operates a legal advice clinic for complainants of workplace sexual harassment.

EVA BC is seeking an experienced leader proficient in delivering complex programs related to gender-based violence and working with a multi-disciplinary team. This is an exciting opportunity to work with leaders in the field of workplace sexual harassment to support safer, healthier workplaces in British Columbia.

This full-time term position will be based in Vancouver, BC for the duration of the project funding (3.5 years remaining).

### **Training Lead and Project Coordinator Position Overview**

The Training Lead and Project Coordinator will be responsible for leading the development of training curriculum and tools on behalf of EVA BC and supporting the delivery of the program as a whole, coordinating resources, activities and key personnel to ensure program deliverables and timelines are achieved, in accordance with the program plan and budget. This will require strong expertise in adult education and a high level of attention to detail, project management, and organizational skills. Experience with virtual (online) training development and platforms is strongly preferred.

The Training Lead and Project Coordinator will report to the SHARP Workplace Project Manager and will work collaboratively with other EVA BC staff as needed, along with CLAS staff and contract lawyers who provide legal expertise and review as part of the project.

The successful applicant will bring expertise in training development, and experience establishing and maintaining respectful relationships with diverse communities and key program stakeholders, including but not limited to: the Assembly of First Nations, the Union of BC Indian Chiefs, Public Legal Education Association of Canada, Small Business BC, members of the SHARP Workplaces Advisory Committee, as well as Indigenous communities, youth, urban and rural communities, non-profit sectors, and small businesses.

### **Training Lead and Project Coordinator - Overview of Key Responsibilities**

The following are key responsibilities that fall under the portfolio of the Training Lead and Project Coordinator position:

1. Manage planning, development, and delivery of training curriculum related to workplace sexual harassment prevention and response for Indigenous communities, small businesses, Student Legal Clinics, and non-profits;
2. Support the development of accessible, legally accurate public legal education materials including policy templates, manuals, tip sheets, public service announcements (videos), website copy, checklists, etc.;
3. Develop, implement and oversee workplans to track training deliverables and guide partnerships with CLAS and SHARP Project Lawyers, as well as various contractors;
4. Ongoing outreach and relationship building with small businesses, non-profits, Indigenous communities and other key organizations or personnel to ensure effective planning and delivery of training across the province;
5. In partnership with other EVA BC staff, engagement with program Advisory Committee to ensure the training materials program is responsive to committee feedback and inclusive of and accessible to all British Columbians;
6. Conduct training needs assessments with stakeholders or communities as required;
7. Support development and maintenance of online "Workplace Sexual Harassment Hub" for training and other project materials.

**Interested candidates will work from an anti-oppression, intersectional perspective and have a combination of the following skills and experience:**

Minimum of five (5) years' experience developing training and education; experience developing and delivering online (virtual) training strongly preferred;

Knowledge and skills necessary for working from a trauma-informed perspective, including impacts of trauma on individuals, workplaces, and communities;

Experience with establishing and maintaining working relationships with cross-cultural and cross-sectoral partners and communities;

Strong communication skills, both oral (public speaking) and written (writing proposals, reports, briefing notes, and backgrounders, developing PowerPoint presentations), and ability to communicate complex ideas effectively with a variety of audiences;

Contextual knowledge of the issue of workplace sexual harassment, and the need for broad education and training related to employer responsibilities and employee rights regarding harassment-free workplaces;

Experience working within related sectors an asset; Experience working with social media and technology an asset.

Qualified candidates who are Indigenous, racialized, living with disabilities, or who are LGBT2SQ are encouraged to apply.

Interested individuals are invited to forward their resume and cover letter outlining suitability for the position by February 1, 2021, 11AM to:

Hiring Committee

Ending Violence Association of BC

1404 – 510 West Hastings St., Vancouver, BC, V6B 1L8

Email with the subject line ATTN: Hiring Committee, Training Lead to:

[evabc@endingviolence.org](mailto:evabc@endingviolence.org)