

# ENDING VIOLENCE

Association of BC

## EMPLOYMENT OPPORTUNITY: Program Coordinator of Provincial Services

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### 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 cross-sector initiatives across BC that respond to sexual and domestic violence, child abuse, criminal harassment, workplace bullying and sexual harassment, and hate. Programs served by the Provincial Services stream include Community-Based Victim Services, Stopping the Violence Counselling programs, Stopping the Violence and Multicultural Outreach programs, and sexual assault programs.

We wish to respectfully acknowledge that our main office is located on the unceded, ancestral, and traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), and səliilwətaʔt (Tsleil-Waututh) Nations.

### Position Overview

The Program Coordinator of Provincial Services will be responsible for coordinating services, trainings, projects, and other initiatives and activities that support the anti-violence programs served by EVA BC's Provincial Services stream. This position involves program outreach and engagement, needs assessment, coordinating and contributing to all aspects of training and resource development, and coordinating the timely communication of relevant information to anti-violence programs. This position requires the ability to engage professionally and diplomatically with members, funders, government, and the general public, and to work from a feminist, intersectional, anti-oppressive, and trauma-informed perspective. The Program Coordinator will be knowledgeable about gender-based violence and anti-violence services, and work both independently and as part of a team.

### Overview of Key Responsibilities

- Work collaboratively to coordinate services, trainings, projects, and other initiatives that support the anti-violence programs served by EVA BC's Provincial Services stream, including implementing project plans, tracking financials, and tracking and collating quantitative and qualitative data for the purposes of reporting to funders.

- Coordinate communications to programs served by EVA BC's Provincial Services stream, including information, resources, trainings and professional development opportunities, consultation and engagement opportunities, and member benefits.
- Develop surveys to identify contracted programs' training and capacity needs, and summarize survey data for communications to programs, funders, and government.
- Develop and review training curricula, resources, and materials; coordinate and support contracted trainers and subject matter experts; and develop, analyze, and report on training evaluations.
- Conduct and support research on key issues related to gender-based violence and anti-violence service delivery, and summarize and develop practical and accessible written resources for anti-violence workers and other relevant stakeholders.
- Contribute content and analysis to EVA BC's general and program support e-news.
- Coordinate and/or participate in the planning and delivery of various projects and initiatives EVA BC is involved with, on an as needed basis, including special projects to develop and deliver evidence-informed resources and/or specialized trainings.
- Work with the Provincial Services team and assist in the development of funding proposals and EVA BC's positions on various legislation, policy and program issues on an as needed basis.
- Represent EVA BC and its member organizations on various committees created externally and act as an ambassador for issues concerning front-line anti-violence workers and victims/survivors of gender-based violence in BC.
- Take a team work approach to actively contribute to the overall work of EVA BC.

**Interested candidates will work from a feminist, intersectional, anti-oppression, and trauma-informed perspective and will have a combination of the following:**

- Minimum 3 years of experience in the field of gender-based violence or a related field, working at a master's level by way of degree or combination of experience and training; front-line experience in anti-violence services will be an asset.
- Strong understanding of gender-based violence, including sexual and intimate partner violence, child abuse, and criminal and sexual harassment; up-to-date knowledge of the root causes of gender-based violence, cultural safety, trauma-informed practice, risk assessment, safety planning, and vicarious trauma.
- Demonstrated knowledge of the anti-violence sector and services; understanding of the needs of isolated and rural communities, large and small victim/survivor serving organizations, and communities impacted by intersecting forms of oppression.
- Strong communication skills, both verbal (public speaking) and written (writing reports, briefing notes, backgrounders; developing trainings and presentations); ability to communicate complex ideas effectively with a variety of audiences.

- Demonstrated ability to coordinate projects, conduct research, and track and analyze data and other information to inform and educate stakeholders, colleagues, and the programs served by EVA BC, including our membership.
- Excellent organizational skills, including capacity to coordinate multiple projects and initiatives, and prioritize effectively to work within deadlines and meet deliverables.
- Excellent skills relating to establishing and maintaining respectful and collaborative working relationships with all EVA BC staff as well as with external stakeholders.
- Demonstrated ability to be flexible, be a collaborative team player, bring positivity to the EVA BC team, work independently, and show initiative and creativity;
- Knowledge and skills necessary for working from a feminist, intersectional, anti-oppressive, and trauma-informed perspective, which includes bringing an analysis of gender, race, class, sexuality, ability, and age to all areas of the work.

### **Additional Information**

Qualified candidates who are Indigenous, racialized, living with disabilities, and/or who are 2SLGBTQQIA+ are encouraged to apply.

- The starting salary for this role is \$28.02 per hour, based on 35 hours per week.
- This position works primarily from / in the EVA BC office.

We thank all the applicants in advance. Only short-listed candidates will be contacted.

Interested individuals are invited to forward their resume and cover letter outlining suitability for the position by 4:00 pm on Tuesday, May 31, 2022, to:

Hiring Committee  
Ending Violence Association of BC  
510 – 1155 West Pender St., Vancouver, BC, V6E 2P4

Please email Kate Rossiter (she/her), Senior Manager of Provincial Services, at [rossiter@endingviolence.org](mailto:rossiter@endingviolence.org) with the subject line: ATTN: Hiring Committee – Program Coordinator.