



Job Description

Position title	<i>Harmony Project Coordinator</i>
Reports to	<i>Manager of Programs and Services</i>
Department	<i>Programs and Services</i>
Closing Date for Posting	<i>December 4th, 2020</i>

Organizational Foundation

YWCA Banff is a community-based, feminist organization with over 100 years of experience in Banff and the Bow Valley. Governed by a volunteer Board of Directors, our organization shapes a safe, inclusive community that empowers women and girls in support of our vision of a thriving, equitable society. The YWCA is funded through grants, donor support and revenue from our social enterprise program – the YWCA Banff Hotel.

All employees play an instrumental role in realizing our organizational goals through their commitment to our four strategic priorities: programs and services to end gender-based violence; a continuum of sustainable housing solutions; advancing the rights of women and girls; and building a sustainable organization.

The Harmony Project is a collaborative community project aimed at addressing sexual assault and harassment in the Bow Valley. The committee includes key community stakeholders and focuses on key areas of prevention, education, and support for survivors.

The Sexual Violence Program Lead position will be based out of the YWCA Banff with guidance and collaboration from the Harmony Project Committee.

Job purpose

The Sexual Violence Program Lead is responsible for maintaining a specialized, collaborative, coordinated community response to sexual violence in the Bow Valley. This role will focus on the core priorities of the Harmony Project, including: community collaboration, prevention and awareness, and support for survivors.

Duties and responsibilities

Specific responsibilities include but are not limited to:

Community Collaboration and Coordination

- Maintain the coordination of the Harmony Project Committee
- Develop and maintain strong relationships and information sharing between key stakeholders
- Completion of funding reports
- Support Professionals from different disciplines to coordinate their respective roles, responsibilities, and contributions in responding to sexual violence in the community

Lead Sexual Violence Response Program

- Oversee ongoing program development, implementation, and evaluation for the Sexual Violence Response Program

Prevention, Awareness, and Education

- Support capacity of community partners and the YWCA Banff team through provision of, or connection to, relevant training
- Creatively imagine and implement education and awareness initiatives to create cultures of consent
- Work with marketing department to promote fee for service training
- Advocate for the needs and rights of survivors

Other duties as assigned by the Manager of Programs and Services.

Skills and knowledge

Specific skills and knowledge qualifications include but are not limited to:

- Possesses an intersectional feminist analysis of sexual violence
- Bachelor's level of education in social work, psychology, community development or a related field
- Professional registration in a related field, or
- Prior experience working in the area of sexualized violence
- Empathetic, compassionate, and survivor-centered approach
- Experience engaging and mobilizing community partners and stakeholders to develop a community action plan
- Experience in conducting research, analysis and evaluation
- Experience in program development based on best practices
- Experience reporting on government funding
- Experience with communications and public relations strategy & execution

- Possess an understanding of the impact of sexualized assault as well as the unique challenges faced by individuals and families working in the Bow Valley
- Willingness to participate in professional development opportunities to maintain a high level of functioning and to develop new skills appropriate to service demands
- Strong organizational skills and the ability to work independently
- Strong interpersonal and communication skills
- Demonstrated ability to be flexible and respond to competing demands in a fast paced environment

Working at YWCA Banff

Position Details

- 37.5 hrs per week (negotiable)
- A blend of in office and working from home
- Expectation of some evening and weekend coverage

The YWCA offers a competitive benefits and compensation package and encourages training and personal development for all employees.

As part of our commitment to a healthy workplace and residence, we shall respond to any incidents of harassment or inappropriate behaviour in a timely and professional manner with effective response processes and other resources.

YWCA Banff is an equal opportunity employer. Our organization cultivates a diverse, inclusive environment in line with our commitment to building a thriving, equitable society for everyone.

We encourage all qualified applicants to apply including women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

Please forward your resume and cover letter to:

jobs@ywcabanff.ca

Approved by:	<i>Reave MacLeod, Director of Programs and Services</i>
Date approved:	<i>Nov. 12th, 2020</i>
Reviewed:	