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**External Employment Opportunity**  
*We are inviting applications for a*  
**Awareness and Special Events Coordinator**

**Posting:** 2019-001  
**Hours of work:** 21 hours per week – Permanent Part-time  
**Start time:** Immediately  
**Hourly rate between:** **\$22.02 - \$23.10**  
**Submission deadline:** Posting open – until filled  
**Submit resume to:** [Hr@archwaysociety.ca](mailto:Hr@archwaysociety.ca)

**Archway Society Mission Statement**

We are leaders in supporting women, children, and families to live a life with dignity and respect, free from domestic and sexual violence and abuse.

**Job Summary:**

The Awareness and Special Events Coordinator will coordinate special events, workshops and presentations relating to violence against women in relationships and women's issues.

**Qualifications - Education, Training and Experience:**

- A Diploma in a related human/social services field
- Strong cultural competency and socially inclusive practice
- Understanding of and commitment to work from a feminist perspective
- Knowledge of violence against women and children
- Experience liaising with media
- Experiencing facilitating group presentations

**Skills and Abilities:**

- Excellent interpersonal and organizational skills
- Excellent written and verbal communication
- Strong computer ability, including knowledge of Microsoft Office Programs, including Power Point
- Ability to relationship-build and work closely with community partners
- Diplomacy and tact; commitment to social justice
- Ability to chair and organize meetings and produce related documents

**Responsibilities and Duties:**

**A. Client/Community Service**

1. Establish and maintain a positive, professional relationship with justice and social service

- personnel who are responsible for assisting women who have experienced violence.
2. In conjunction with Program Managers and Co-Executive Directors identify awareness/educational opportunities and organize activities.
  3. Coordinate special events such as the *Little Black Dress Party*.
  4. Communicate with potential donors including third party fundraisers about the needs of the agency and clients.
  5. Provide community awareness, through media and other venues, of the relevant laws, policies, procedures and services that relate to prevention of violence against women.
  6. Speak to groups about the work of the agency.
  7. Assist in the organization of community Violence Against Women in Relationships (VAWIR) committee meetings that encourages community and justice related agencies to communicate and network on a regular basis.
  8. Identify barriers (attitudinal, structural, and systemic) that stand in the way of women who have experienced violence receiving optimal service from the community's social service and justice systems.
- B. Program Administration**
9. Establish a recording system that captures event information, meeting notes and minutes; describes problems and solutions and records other relevant data.
  10. Maintain a collection of information, books, statistics and reports regarding violence against women and women's issues for use by individuals and community agencies.
  11. Attend meetings as required.
  12. Participates in program planning, monitoring and evaluation.
- C. Organizational Role**
13. This position will report to the Co-Executive Directors participating in regular supervision and performance appraisals.
  14. Participate positively and productively as a member of Archway Society for Domestic Peace.
  15. Adhere to the philosophy, policies, procedures and ethics of the organization.
  16. Represent the organization positively and professionally in the community.

**Additional Information:** This position requires:

- A satisfactory Criminal Record Check.
- Membership with the BC Government and Service Employees' Union.
- A valid driver's license and availability of personal vehicle for work purposes.

**To Apply:**

Please submit resume with cover letter to [hr@archwaysociety.ca](mailto:hr@archwaysociety.ca) quoting **Competition # 2019-001** in subject line. **Posting open until filled.** While we appreciate all applications, only candidates selected for an interview will be contacted.