



External Employment Opportunity

We are inviting applications for a
Child and Youth Advocacy Centre – Project and Facilities Coordinator

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| Posting: | #2020-021 |
| Posting date: | August 26, 2020 |
| Hours of work: | 21 hours per week (scheduled Monday-Friday) |
| Classification: | Program Coordinator II |
| Grid level: | Grid 14 |
| Start date: | immediately |
| Submit resume to: | hr@archwaysociety.ca |

Our Mission:

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

Our Vision:

We will have a strong team working in a well-resourced environment that supports the development and empowerment of women in our community. We will be a leader in ending abuse for everyone in the North Okanagan.

The Archway Society for Domestic Peace provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects. We strive to retain a grassroots atmosphere of women helping women. Our work environment is casual and based on a commitment to participatory and collaborative team work.

Job Summary:

Oversees the day-to-day facility operations for the Child and Youth Advocacy Centre and provides planning, coordination, evaluation and implementation of CYAC projects.

Education and Knowledge, Training and Experience

- Diploma in a related human/social service or administrative field.
 - 3 years recent related experience including 2 years supervisory or administrative experience.
- Or an equivalent combination of education, training and experience*



Skills and Abilities

- Excellent administrative and organizational skills with attention to efficiency and accuracy
- Excellent interpersonal and written and verbal communication skills
- Strong computer ability, including knowledge of Microsoft Office Programs, including Power Point
- Knowledge of issues around violence against children
- Ability to relationship-build and work closely with internal stakeholders and community partners
- Demonstrates diplomacy and tact; commitment to social justice
- Ability to chair meetings and produce related documents

Key Responsibilities and Duties:

A. Program Administration

1. Responsible for the planning, development, timelines and completion of projects for the CYAC program. Ensures that project duties are carried out in an efficient and accurate manner.
2. Oversees the day-to-day operation of the Child and Youth Advocacy Centre by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to and program standards are met.
3. Maintains responsibility for scheduling of Child and Youth Advocacy Centre volunteers.
4. Monitors and authorizes expenditures within the existing budget allowance for projects and facilities and maintains financial records in accordance with established procedures. Makes budget recommendations for projects and facilities.
5. Prepares and edits forms and templates for the Child and Youth Advocacy Centre.
6. Ensures that accurate program and client records are maintained and that confidentiality is a priority. Ensures that all pertinent documentation is complete and in accordance with Records Management Guidelines.
7. Ensures statistics and reports are completed and accurate. Ensures statistics and reports are submitted as required by the funder and the Society.
8. Conducts program evaluation in line with funder expectations.
9. Prepares and submits reports as required by the Programs Manager

B. Organizational Role

10. Participates and contributes as a member of the Archway Society for Domestic Peace staff team.
11. Ensures that activities adhere to the philosophies, policies, procedures and Code of Ethics of the Society.
12. Accounts to the Programs Manager and participates in supervision meetings.
13. Participates in professional development through workshops, in-service training, etc. as required.



C. Community Role

14. Develops and maintains positive relationships with individuals and agencies through exercising diplomacy and tact. Resolves conflicts with internal and external colleagues in a professional manner and in accordance with the Child and Youth Advocacy Centre's conflict resolution agreement.
15. Represents the Society and the Child and Youth Advocacy Centre positively and professionally in the community.
16. Prepares requests for community support and letters to thank donors as requested by the Programs Manager.
17. Promotes public awareness of and support for the Child and Youth Advocacy Centre by producing educational and promotional materials and attending community events.

D. Other

18. Performs other related duties as required.

Additional Job Information:

- This position requires the ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations.
- This position requires the ability to build and maintain strong relationships with community partners while eliciting the best possible service for Centre clients. Program delivery activities may require a moderate level of physical fitness to effectively carry out duties of the position.
- This position requires the incumbent to exhibit a very high level of motivation towards the position and thereby be a good role model to other employees.
- This position may require working outside of regular office hours, such as evenings and weekends, depending on the needs of the program.
- All employees pass criminal records check and sign a confidentiality agreement to the organization.
- This position requires a valid Class 5 driver's license and an appropriately insured vehicle in good running order present at work.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca, quoting **Competition # 2020-021** in subject line.

Posting will remain open until filled

While we appreciate all applications, only candidates selected for an interview will be contacted.