

## External Employment Opportunity

### *We are inviting applications for a* **Community Engagement and Digital Media Coordinator**

<b>Posting:</b>	#2021-006
<b>Posting date:</b>	November 15, 2021
<b>Hours of work:</b>	28 hours per week (some evenings/weekends)
<b>Job title:</b>	Community Engagement and Digital Media Coordinator
<b>Classification</b>	BCGEU
<b>Start date:</b>	immediately
<b>Submit resume to:</b>	<a href="mailto:hr@archwaysociety.ca">hr@archwaysociety.ca</a>

#### **About Archway Society:**

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.

At Archway Society, our goal is to have a strong team working in a well-resourced environment that supports the development and empowerment of women, children and families in our community. Our strength comes from a collaborative environment working within a feminist framework that embodies healthy balanced teamwork.

Come join us! Create a better world, live a life with purpose, have an impact, and join a team that supports and collaborates with you. Because people matter.

#### **Job Summary:**

Part-time (28 hours / week), competitive wages, a comprehensive benefits package and a flexible schedule.

The Community Engagement and Digital Media Coordinator will coordinate special events, workshops and presentations relating to women, children and families experiencing violence and abuse, as well as other women's issues. The Coordinator is responsible for community awareness through media, social media, and other settings, about these issues. The Coordinator also engages with donors, community partners, and others to promote awareness of Archway and all its programs.

#### **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.
- Strong knowledge of all major social media platforms.
- An equivalent combination of relevant education training and experience will be considered

**Skills and Abilities:**

- Excellent interpersonal and organizational skills.
- Excellent written and verbal communication.
- High degree of comfort in public speaking
- 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. Establish and maintain relationships with local media, donors, other non-profits in the North Okanagan and generally build solid and positive relationships in the community
3. In conjunction with Program Managers and Co-Executive Directors identify awareness/educational opportunities and organize activities.
4. In conjunction with the Co-Executive Directors implement the Communications Plan and monitor its' effectiveness.
5. Coordinate special events of varying size and complexity, for both internal and external audiences.
6. Coordinate awareness campaigns and other communication initiatives
7. Communicate with potential donors including third party fundraisers about the needs of the agency and clients.
8. Provide community awareness, through media, social media and other venues about issues and services that relate to prevention of violence against women.
9. Speak to groups about the work of the agency.
10. Assist in the organization of community Violence Against Women in Relationships (VAWR) committee meetings that encourages community and justice related agencies to communicate and network on a regular basis.

**B. Program Administration**

11. Establish a recording system that captures event information, meeting notes and minutes; describes problems and solutions and records other relevant data
12. Maintain a collection of information, books, statistics and reports regarding violence against women and women's issues for use by individuals and community agencies.
13. Attend meetings as required.
14. Participate in program planning, monitoring and evaluation.

**C. Organizational Role**

15. This position will report to the Co-Executive Directors participating in regular supervision and performance appraisals.
16. Participate positively and productively as a member of the Archway Society for Domestic Peace.
17. Adhere to the philosophy, policies, procedures and ethics of the organization.
18. Represent the organization positively and professionally in the community.

**Other Job Information:**

All employees must pass a criminal record check and sign a confidentiality agreement.

This position requires membership in the BCGEU as well as a valid driver's license and an appropriately insured vehicle in good running order present at work. The successful candidate must be prepared to work some hours outside the traditional office hours to support external events/initiatives.

**To Apply:**

Please submit resume with cover letter to [hr@archwaysociety.ca](mailto:hr@archwaysociety.ca) quoting Competition # 2021-006 in subject line.