

www.womensupportnetwork.ca  
1110 Stellar Drive, Unit/Bureau 109  
Newmarket, Ontario L3Y 7B7  
Tel/Tél. : 905.895.3646  
Fax/Télé. : 905.895.6542

Crisis Line/Ligne d'aide :  
905.895.7313  
1.800.263.6734



women's support network  
of york region

Réseau de soutien pour les femmes  
de la région de York

## Job Posting

*WSN is the rape crisis/sexual assault centre in York Region. We are dedicated to providing free, confidential services for women who have experienced sexual violence and commercial sexual exploitation for the purpose of human trafficking.*

**Job Title:** Public Education Coordinator

**Terms:** Full-time, 37.5 hours weekly, including occasional evenings and weekends

**Salary:** \$46,000.00 to \$49,725.00 per annum + benefits

### Major Responsibilities include:

- Provide all services from an integrated feminist, anti-colonial, anti-racist and anti-oppression framework.
- Co-ordinate and deliver presentations about topics fostering a violence free community (e.g. helpful relationships, consent and sexual violence awareness and prevention) to youth, marginalized communities, private and non-profit organizations and community groups.
- Conduct outreach to diverse communities and agencies in all municipalities of York Region, with a focus on target populations, to raise awareness about WSN services and sexual violence related issues.
- Develop educational and outreach materials for distribution to identified groups through social media and presentations.
- Update and maintain WSN's social media tools, including website.
- Coordinate WSN's social action and advocacy initiatives e.g. International Women's Day, Sexual Assault Awareness Month, Take Back the Night.
- Recruit and screen volunteers, and deliver WSN's volunteer training program.
- Maintain and update the volunteer training program content and related materials and handouts, including the volunteer crisis line resource manual.
- Maintain online/SMS support schedule for volunteers and paid workers to ensure effective coverage.
- Respond to calls on WSN's 24-hour crisis line and online chat SMS/text support during business hours.
- On a one-week rotational basis, perform the role of staff back-up for volunteers responding to calls on WSN's 24-hour crisis line.
- Other duties as assigned.

### Qualifications:

- A minimum of two years experience working with and advocating for women who have experienced sexual violence.

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- A minimum of two years experience outreaching and delivering education presentations (in-person and virtually) with diverse communities/ learners in small and large groups.
- Specialized knowledge of marginalized groups, trauma, mental health, sexual exploitation and substance abuse issues.
- Demonstrated knowledge of relevant legislation (i.e. Child and Family Services Act) and Regional services for referral purposes.
- Demonstrated experience outreaching to and recruiting volunteers.
- Demonstrated experience outreaching to and collaborating with diverse stakeholders.
- Proficiency in working with client and volunteer management software.
- Excellent computer skills, including ability to use Canva, Course Craft, Zoom, MS Office (Excel, Word, PowerPoint) and proficiency in Google Suite (including Gmail, Google docs, sheets, and Meet), Publisher, Photoshop or similar software.
- Social media marketing knowledge and website maintenance is an asset.
- A second language other than English and French is an asset; Bilingualism is an asset.
- Knowledge of the York Region community.
- Related post-secondary education.

**This position will remain open until filled.**

Please submit a cover letter and resume to:

Shannon Seeraj at [sseeraj@womenssupportnetwork.ca](mailto:sseeraj@womenssupportnetwork.ca)

Only applicants selected for an interview will be contacted. WSN is committed to a staff team that reflects the diversity within the community. We encourage Indigenous, Black, women of colour, immigrant women, differently abled, francophone, lesbian, bisexual and trans women to apply.