



WOMEN'S RURAL RESOURCE CENTRE

WRRRC Position Internal/External Posting **Job Title: *MRAEVAW Coordinator***

At the Women's Rural Resource Centre of Strathroy and Area ("WRRC"), we use a feminist, anti-oppressive, trauma-informed framework to deliver prevention, education and crisis support services to women and their families who have been impacted by violence and abuse in rural Middlesex. Our services include a 24 hour helpline and emergency shelter, risk assessment and safety planning, advocacy, system navigation, individual and group healing opportunities, and community development.

Our core work is with women and families who have been hurt by violence and abuse. We come alongside one woman, one family at a time, to support healing, working towards restoring the broader health of our community. We have a vision for a vibrant connected community where women and children can thrive in healthy relationships.

WRRC is seeking a *MRAEVAW Coordinator* for a part-time contract opportunity working 7.5 hours/week beginning April 1, 2020.

Job Purpose

The *MRAEVAW Coordinator* supports the Middlesex Rural Alliance to End Violence Against Women (MRAEVAW). The Coordinator is responsible to support the work of the MRAEVAW; in particular the annual goals and objectives as guided by the strategic plan.

MRAEVAW is a collective of professionals and advocates from multiple sectors who meet regularly to improve coordination of services and address systemic issues related to violence against women in their local community. Our committee is part of a provincial network doing similar work across the province. We hold regular meetings to identify and respond to emerging issues and we host two events per year to increase awareness and educate our community.

The Coordinator reports to the Executive Director of the WRRC and works closely with the MRAEVAW Committee.

Key Responsibilities

1. Attend all MRAEVAW meetings including monthly executive committee and sub-committee meetings
2. Write funding reports, advocacy and media letters as needed
3. Takes precise meeting minutes and disseminate to members
4. Share information and act as central communication liaison for MRAEVAW members and with community partners
5. Provide support for MRAEVAW events including: December 6 Vigil, Sexual Assault Awareness Month, Woman Abuse Awareness month, and Sisters in Spirit, etc.
6. Respond to and successfully complete all other tasks as they arise

Key Competencies and Knowledge

Excellent communication skills as demonstrated by:

- Well-written, clear documentation, correspondence, reports
- Effective verbal presentation of information to key stakeholders

Project Management skills as demonstrated by:

- An ability to manage and prioritize a range of tasks and assignments
- Meeting deadlines and timelines on all tasks as required

Interpersonal skills:

- Excellent interpersonal skills that promote positive relations between and among stakeholders
- Superior conflict resolution skills

Education and experience:

- Comprehensive knowledge of violence against women and related issues, including education and/or work experience in a relevant field of study
- Employment experience in community mobilization, development and advocacy
- 2-5 years of experience in project management.

Direct Reports: None

Working conditions:

This position will require day, and occasional evening and weekend working hours.

Physical Requirements:

This position will require working in various community-based settings. Ability to lift 25 lbs.

Number of Openings: 1

Closing Date: March 13th, 2020

To apply: Please submit your cover letter and resume in **a single PDF document** indicating Name and Position to: hr@wrrcsa.org

No phone calls please. Only those selected for an interview will be contacted.