



♀ ST. JOHN'S WOMEN'S CENTRE
♀ MARGUERITE'S PLACE
♀ SAFE HARBOUR OUTREACH PROJECT

The St. John's Status of Women Council/Women's Centre is a feminist organization that since 1972, is continually working to achieve equality and justice through political activism, community collaboration and the creation of a safe and inclusive space for all women in the St. John's area. The Women's Centre is a low barrier and welcoming space for women to come and meet with staff, participate in programming and groups and meet other women. Services include drop in counselling, supportive counselling and groups, information and referral, advocacy, social and recreation programming; system navigation such as income, legal, housing and safety.

Position Scope: Empowering Them Project Coordinator (8-month Contract)

All staff positions at the Women's Centre are employed by the *St. John's Status of Women Council*. The ET Project Coordinator is a full-time, eight-month position reporting directly to the Clinical Team Lead Counsellor. The ETPC is a coordinating project position for our eCourse in Gender Based Violence (GBV) community training with primary duties as described below. The ETPC works collaboratively with an inter-professional team in a non-profit women's organization.

The Details

The Project Coordinator will be responsible for the research, development, execution, delivery and evaluation of the eCourse titled *Empower Them Community Training* (working title). It will be a standalone online eLearning course available 24/7, 365 days a year throughout the province of Newfoundland and Labrador (NL). It will be designed to educate and empower the general public using a trauma informed, feminist informed, culturally safe lens. The eCourse will encompass skill building, reflection questions, videos and activities that help users recognize and challenge their prejudices and develop ways of understanding how GBV impacts people. Users will walk away with concrete tools that can help in any situation where GBV may be/has been present.

The eCourse will:

- describe the dynamics and common tactics that characterize gender-based violence
- provide an overview of the scope and impact on individuals, families, communities and society,
- explore the underlying factors that allow gender-based violence to exist,
- offer insight into the various risks and choices that survivors face, and

- address common questions related to gender-based violence,
- share how to be part of the solution

Duties and Responsibilities:

Phase I Research and development

- Identify/engage community stakeholders,
- Research and analysis of goals, audience, existing content resources, content/curriculum development and adaptation.
- Engage outside resources that will execute mapping, sketching and architecture, and site specifications including hosting, surveys, and reporting.

Phase II Project coordination of pre-production/production

- Writing/organization of materials for ecourse.
- Coordinate project logistics including the organization of outside tech resources. (considerations include: Interactive material development and execution, format design of content pages and elements, development/storyboarding on-screen text, audio scripts (if different from on screen text), video scripts if applicable, content for interactions such as hot spot interactions, drag and drop, true false, hover, etc. script writing, casting, audio and video production)

Phase III Testing and launch

- Develop testing criteria, design launch plan, including development of a communication plan;
- design evaluation criteria;
- manage stakeholder communication/relationships and implementation.

Qualifications:

- Strong communication, interpersonal and leaderships skills, works independently
- Knowledge of education, eLearning environments and online platforms
- Knowledge of local community resources and organizations
- Proficient writing, research and development skills
- Experience in curriculum/program development
- Able to multitask and work in fast pace environment
- Strong organizational and logistical skills
- Knowledge of gender-based violence; a gendered analysis; feminist standpoint
- Proficient in Microsoft office suite and social media platforms

Hours of Work Monday – Friday (9-5), some evenings and weekends as required, 35 hours per week.

Salary begins at \$25 per hour; potential increase contingent on education and experience; potential extension of position based on funding.