



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

PROGRAM COORDINATOR – Safe Harbour Outreach Project

Position Scope

All staff positions at the Women's Centre, Marguerite's Place, the Managed Alcohol Program, and SHOP are employed by the St. John's Status of Women Council. The Program Coordinator position is a full-time position reporting directly to the Executive Director.

The Program Coordinator leads the development, implementation and overall operation of Safe Harbour Outreach Project (SHOP). SHOP is a harm-reduction sex worker advocacy program whose mission is to advocate for the human rights of sex workers. SHOP provides supportive services to women and non-binary people currently or formerly working in the sex trade in the St. John's area. The Program Coordinator is responsible for the supervision of the SHOP team, program and confidential space.

Major Responsibilities & Typical Duties

- Supervision and support of SHOP staff including professional development, performance evaluations, and student placements as capacity allows.
- Oversee daily operations and on-going evaluation of the SHOP program.
- Key program administration including contractual obligations, purchasing of program supplies, assisting with proposal and fund development, statistical and narrative reporting, budgeting, and connecting with current and new funders.
- Development of relevant policies and procedures related to program delivery.
- Build and maintain respectful working relationships with government and community partners.
- Program development based on community-identified needs and capacity of staff to respond.
- Public advocacy and events, including connecting with similar groups outside the province.
- Develop and coordinate the Volunteer Program.
- Delivery of educational presentations to individuals and groups in the community to enhance their knowledge of sex worker rights and SHOP.
- Engaging and responding with local and national media as well as social media.
- Other duties as required.

Qualifications & Experience

- 5 years experience working in a community and/or non-profit setting.
- Experience managing and supervising other staff or volunteers, through a positive leadership style to promote a culture of trust, collaboration and transparency.

- Previous engagement with sex worker issues, and knowledge and comfort with a human-rights based approach to sex workers.
- Uphold the values of harm reduction, self-determination and strength/asset-based support.
- Experience with program and policy development.
- Demonstrated experience working successfully with people impacted by poverty, homelessness, colonization, addictions, mental health issues, stigma, gender-based violence, and criminalization.
- Excellent written and verbal communication, and presentation skills.
- Exceptional relationship building skills and strong personal boundaries in interactions with participants and community.
- Detail-orientated with the ability to manage multiple projects at a time.
- Preference will be given to current or former sex workers.

Hours of Work

- The job is a full time (35 hours per week) position.
- General office hours (Monday – Friday), but the position will require a great deal of flexibility for evening and weekend meetings and events, as well as on-call supervision.
- This position requires a valid driver's license, insurance and vehicle.

Nature & Supervision

- This position is highly independent and reports to the Executive Director.
- The probation period for this position is three months.
- There is a performance review once per annum.

Salary

The starting salary for this position is \$57,500 annually, with a range relevant to qualifications.

Please send resumes and cover letters to laura@sjwomenscentre.ca by 4:30pm on Monday, Dec. 6, 2021.

EQUITY STATEMENT

SJSOWC embraces diversity and is committed to greater equity in our programs and employment. Our goal is to attract, develop, and retain skilled and strong volunteers and employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. In line with this, preferences will be given to and applications are encouraged from women (transgender and cisgender) and non-binary people who are: Indigenous, Black and people of colour, 2SLGBTQIA+, people living with disabilities, have experience in sex work, and women with experience in the criminal justice system. We encourage applicants to self-identify any marginalized experiences and identities in their application with the knowledge that disclosed experiences will remain confidential.