



Posted: Thursday March 7th 2024

JOB POSTING

VSCW Project Coordinator (Victims and Survivors of Crime Week Event, previously “Clothesline Project”) – Part-time, Temporary

Castlegar and District Community Services Society invites applications for a temporary part-time VSCW Project Coordinator. The following are details on this position:

Reports to: Executive Director, CDCSS

About the Project:

The Castlegar and District Community Services Society is seeking a temporary part-time VSCW Project Coordinator to deliver an event during Victims and Survivors of Crime Week (May 12-18 2024) that helps raise awareness about the issues facing victims and survivors of crime, available services, assistance and laws in place to help victims, survivors and their families. With the assistance of the Executive Director, the Project Coordinator will design, develop, coordinate and facilitate the event. The Project Coordinator will coordinate with other community members and social agencies in the city.

Summary of the Duties and Responsibilities of the Position:

- Event Development with assistance from ED
- Event Coordination like confirming presenters, speakers, attending community groups, distributing invitations, applying for more grants, confirming location/s
- Advertising like developing a brand for the event, booking interviews and media, using local networks
- Hosting and delivering the event and liaising with CDCSS staff and community
- Evaluation and wrap-up of event

Hours of Work:

1. This is a temporary position that will operate roughly for 8 weeks.
2. The position entails working between 7.5-15 hours a week. Schedule is flexible and will be determined after hire.

Job Classification, Compensation, and Benefits:

1. This position’s job classification is Special Project Employee, as per Collective Agreement.
2. Wage is set at \$28.32/hour (Project Coordinator 1, Grid 12, Step 1).
3. Statutory benefits (CPP, EI, WorkSafe) are included. This position does not qualify for Extended Health Benefits or Municipal Pension Plan benefits on its own, as per Collective Agreement.



Nature of the Job, Abilities and Certifications Required:

1. A secondary education would be an asset but not mandatory
2. Experience with planning and organizing events
3. Knowledge of rights and services for victims of crime is an asset
4. Not-for-profit experience and knowledge of the vulnerable sector in the West Kootenay
5. Creative thinking skills
6. Strong written and verbal communication skills
7. Ability to work independently and have strong time management skills
8. Strong interpersonal skills and a pre-existing network in the community is an asset
9. Valid Class 5 BC Driver's License is mandatory and reliable transportation for work purposes.
10. Ability to work independently as well as in a team.
11. Good oral and written communication skills, including public presentation skills.
12. Experience with Word, Excel, PowerPoint, Outlook etc.
13. Superior organizational, multitasking and time management skills.
14. Access to own/home work space is an asset.

Start Date: **On or about Monday April 1st 2024**

Closing Date for Applications: **Friday March 15th at 4:30 p.m.**

Application Process: Send via email your letter of interest and updated resume by the closing date and time noted above to info@cdcss.ca. Please put *VSCM Project Coordinator Application* in the subject line.

<JOB DESCRIPTION FOLLOWS>



Castlegar & District Community Services Society

Job Title: VSCW Project Coordinator (Formally 'Clothesline Coordinator')

Effective Date: March 7th 2024

Benchmark: Special Project Employee

Standard Wage Grid: 12 JJEP Wage Grid (Program Coordinator 1)

Job Summary: The Castlegar and District Community Services Society is seeking a temporary part-time VSCW Project Coordinator to deliver an event during Victims and Survivors of Crime Week (May 12-18 2024) that helps raise awareness about the issues facing victims and survivors of crime, local services, and laws in place to help victims, survivors and their families. With the assistance of the Executive Director, the Project Coordinator will design, develop, coordinate and facilitate the event. The Project Coordinator will coordinate with other community members and social agencies in the city.

Reports to: Executive Director

Key Duties and Responsibilities:

1. Develop the event with assistance from ED, could be a training series, vigil, flag presentation, public space memorial, education campaign, appreciation event etc.
2. Coordinate the event; confirming presenters, speakers, attending community groups, distributing invitations, applying for more grants, confirming location/s
3. Advertise and develop a brand for the event, booking interviews and media, using local networks
4. Hosting and delivering the event and liaising with CDCSS staff and community
5. Completing a final evaluation and wrap-up of event
6. Monitoring a budget
7. Communicating and regularly updating ED
8. Maintaining contact records with all parties involved
9. Other duties as assigned

Qualifications



Education, Training, and Experience:

Diploma in a related human/social service plus a minimum of two (2) years' experience in working face-to-face with people from diverse backgrounds and ages. Event management and facilitation experience, and knowledge of supports and laws for victims of crime are assets.

Job Abilities and Skills:

1. Ability to interact effectively and pleasantly with a wide range of people with different backgrounds, ages and cultures
2. Proven ability to develop projects and events for vulnerable populations; proven skills in facilitating groups
3. Ability to effectively communicate both verbally and in writing
4. Ability to work individually as well as part of a team
5. Ability to work under pressure and handle multiple priorities at once
6. Demonstrated time management and organizational skills
7. Not-for-profit experience and knowledge of the vulnerable sector in the West Kootenay
8. Creative thinking skills
9. Valid Class 5 BC Driver's License is mandatory and reliable transportation for work purposes.
10. Experience with Word, Excel, PowerPoint, Outlook etc.
11. Superior organizational, multitasking and time management skills.

Other:

This position is based on grant funding and is therefore temporary and currently limited to a finite amount of hours to be worked.