

Ending Gender-Based Violence in Waterloo Region

Collaboration Coordinator

Employment Type: Fee for Service – Independent Contract

Hours of Work: An average of 14 hours per week

Hourly Rate: \$30/hour

Contract Length: 12 months with the possibility of renewal

Location: Waterloo Region, Ontario

Waterloo Region's Leadership Table for Ending Gender-Based Violence is seeking a part-time Collaboration Coordinator to assist them as they launch a new model for collaboration in our community.

The new model includes:

- **Service Coordination Committees** for those directly engaged in responding to sexual violence, domestic violence, and human trafficking with the potential for more to be added
- A **Leadership Table** made up of organizations leading the movement against gender-based violence
- **Task Groups** for specific projects to be completed
- **Affiliated Groups** to maintain open and ongoing communication with other groups working to end Gender-Based Violence
- A **Coalition for Ending Gender-Based Violence** where the broader community can come together semi-annually to learn about the issues and become more engaged.

The Leadership Table brings together organizations leading the movement for ending gender-based violence in Waterloo Region. The Leadership Table focuses on the root causes of gender-based violence and works together to advocate for systemic social change.

Specifically, the Committee will focus its attention on four activities:

- Identify community priorities for ending gender-based violence and advocate for systemic social change
- Facilitate information-sharing and regular communication between the Service Coordination Committees, Ad-hoc Tasks Groups, Affiliated Groups, and the Coalition for Ending-Gender-Based Violence in Waterloo Region
- Create and monitor the progress of Ad-hoc Task Groups
- Promote opportunities for the broader community to be engaged in ending gender-based violence by convening the Coalition for Ending Gender-Based Violence in Waterloo Region

Qualifications:

- A strong, intersectional understanding of gender-based violence
- Familiarity with the systems responding to gender-based violence in Waterloo Region

- Highly organized
- Strong communication skills
- Project management experience

Duties & Responsibilities:

- Attending bi-monthly service coordination committee meetings, quarterly Leadership Table meetings, and semi-annual Coalition meetings, assisting with administrative tasks as requested including taking minutes and sending meeting invites
- Supporting the work of Task Groups
- Facilitating information-sharing and regular communication between the Service Coordination Committees, Ad-hoc Tasks Groups, Affiliated Groups, and the Coalition for Ending-Gender-Based Violence in Waterloo Region through emails, newsletters, and other communication tools
- Assisting the Leadership Table in submitting funding applications and reports to funders
- Completing other duties as assigned

We encourage applicants who reflect the diversity of Waterloo Region (newcomers to Canada, Black, Indigenous and People of Colour, 2LGBTQIA+ folks, people with disabilities) to apply. Tell us how your unique talents and skills can contribute to transforming lives in our community.

Application:

Please e-mail your cover letter and resume to Lyndsey Butcher at lyndsey.butcher@gmail.com by Friday, October 21st, 2022.