



Community Coordinator, Creating Safe Environments, Respect Education

Status: Temporary Full-Time (1 year)

Classification: CDI 1

Work Location: Vancouver Aboriginal Friendship Centre, Vancouver, BC

The Canadian Red Cross Society, a non-profit, humanitarian organization dedicated to helping Canadians, as well as the most vulnerable throughout the world is seeking a temporary Community Coordinator for the Creating Safe Environments Program. Reporting directly to the Project Manager, Creating Safe Environments, this position is an integral member of the Creating Safe Environments Project team(s) and is accountable for supporting the effective coordinating and organizing of activities related to the roll-out of the Creating Safe Environments Project. The Canadian Red Cross in partnership with Indigenous Communities will work together to better understand what the community needs are to move from the challenges of violence to a healthier place, rooted in Indigenous cultures and practices.

Key Responsibilities

- Community mobilization following cultural protocols, traditions and practices in the development of a violence prevention strategy and a community action plan.
- Works closely with CSE Project Manager and Red Cross Trainers and Facilitators to ensure violence prevention educational and training sessions are well planned and coordinated within the community.
- Supports the development, implementation and data collection of Respect Education programs within the community.
- Works closely with the CSE Project Manager to identify, maintain and communicate information regarding project challenges and organizational challenges.
- Works closely with CSE Project Team, community leadership and community members to foster healthy relationships within the community.
- Ensures funding deliverables are on target and reporting timelines are met.
- Maintains appropriate records and contributes to all reporting requirements.
- Ensures and maintains accurate tracking of project activities and programs.
- Ensures the work plan and reporting meet deadline requirements.

Qualifications

Education and Experience

The minimum qualifications for this job are completion of bachelor's degree in a related field, three (3) years of work related experience, including working with Indigenous communities and a strong understanding of culture and communications protocols relevant to violence prevention, or an equivalent combination of education and experience.

Abilities and Skills:

- Strong verbal and written communication skills in English
- Ability to work independently and as part of a team
- Ability to build key relationships and mobilize community members
- Ability to identify strengths within community and utilize those strengths to support the project goals
- Ability to apply cultural teachings and practices within the CSE Project work
- Solid proficiency in Microsoft Office Suite programs
- Valid Standard/Emergency First Aid Certification or willingness to complete training
- Valid provincial Class 5 driver's license

Assets:

- Knowledge in the areas of child abuse, bullying, and family violence
- Understanding of strengths and challenges within a defined community

Working Conditions

- The majority of the work will be performed in a clean and comfortable environment, however travel throughout the assigned geography will also be required.
- Ability to work non-traditional hours and occasional requirement to work overtime hours.
- This position requires a successful Canadian criminal record check, vulnerable sector check, and a satisfactory driver's abstract.

Applications DEADLINE EXTENDED

Interested parties may submit a resume and cover letter by **12:00 P.M. January 5, 2018** by quoting competition **#17-1205-A** to:

The Canadian Red Cross Society
Attention: Debora Abood, Project Manager, Creating Safe Environments Project
E-mail : debora.abood@redcross.ca

The Canadian Red Cross is an equal opportunity employer. While we appreciate all responses, only candidates under consideration will be contacted. Please note that relocation funding is not available for this position.