

## Gender-Based Violence Prevention Project Coordinator (Comprehensive Sexuality Education)

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**Title:** Gender-Based Violence Prevention Project Coordinator (Comprehensive Sexuality Education)

**Department:** Education Programs

**Status:** September 2022 – June 2023 at 30 hours a week

**Location:** Ottawa, ON (with option to work virtually anywhere in Canada)

**Immediate Supervisor:** Manager of Programs

**Salary:** \$23.07/hour

**Application Deadline:** Aug 26, 2022; 11:59pm EST

### About the Canadian Centre for Gender and Sexual Diversity (CCGSD)

The Canadian Centre for Gender and Sexual Diversity (CCGSD) intersectionally promotes diversity in gender identity, gender expression, and romantic and/or sexual orientation in all its forms on a national level through services in the areas of education, health, and advocacy. Our resources and programming can be used to uplift gender and sexual minorities, as well as give the tools to wider populations in building allyship. For more information, please visit our website at [www.ccgsd-cccdgs.org](http://www.ccgsd-cccdgs.org). The CCGSD strongly believes in equitable practices, and as such, strongly recommends that individuals of gender, ethnic and sexual minorities apply.

CCGSD offers an optional benefits package, but most importantly, we offer the opportunity to be part of a national movement to end discrimination. If you advocate for gender and sexual diversity, anti-violence and anti-discrimination, and share our values of Equity, Access, Rights, and Participation for All – we want you on our team!

### SCOPE OF THE POSITION:

Reporting to the Manager of Programs, the GBV Prevention Project Coordinator will be working under CCGSD's *Comprehensive Sexuality Education Program (CSE)* supporting three main components of the program. The coordinator will develop a new curriculum and resources (including workshops) centred on themes related to consent and gender-based violence prevention for students and youth; facilitate CSE workshops for youth in school communities across Canada; and assist in the development and coordination of projects within the Comprehensive Sexuality Education Program. The GBV Prevention Project Coordinator will also adapt existing CCGSD educational resources from the past Intimate Partner Violence for youth audiences using a queer, intersectional, and feminist framework.

The GBV Prevention Project Coordinator will assist the Education Programs Department and the Comprehensive Sexuality Education Program Coordinator with the development, coordination, and implementation of the core programs objectives.

### MAJOR RESPONSIBILITIES: (This is not an exhaustive list of duties to be performed)

**The GBV Prevention Project Coordinator will contribute to achieving project goals and objectives through the following:**

### **Educational Knowledge Production and Support**

- Develop and deliver engagement opportunities for educators and students (K-12 and post-secondary) through virtual in-class workshops, lesson plans and activities, virtual field trips with special guest speakers, forums, etc.
- Develop and produce materials and activities for families with young children, students and teachers to support the work of the CCGSD.
- Engage with consultants and service providers on the creation of new lesson plans, workshops, design layouts for classroom resources, translation of materials, etc.
- Research, monitor and assess trends, best practices, and innovative approaches for public engagement with a view to testing and adapting promising tactics.
- Conduct research and evaluation of existing and new projects to ensure that the CSE program is meeting the needs of teachers, students, and other youth.

### **Project Management Support**

- Support program administration and information management, maintaining the required files in keeping with CCGSD standards.
- Support monitoring and evaluation processes and ensure quality reporting to a range of stakeholders.
- Liaise with Volunteer Coordinator in selection and scheduling of volunteers for program facilitation and development.
- Oversee activities of outreach project members in collaboration with the Manager of Programs.

### **Institutional Engagement and Representation**

- Engage in organizational processes including team meetings, hiring/selection committees, working groups as assigned.
- Ensure effectiveness of cross-organizational linkages with other departments.
- Assist the grant and fundraising coordinators with the development of grant and funding applications for opportunities related to CSE.
- Engage in select public engagement activities that may include preparation of briefs and other materials, public speaking, learning events and media work representing CCGSD that enhance Canadian public support for 2SLGBTQ+ rights.
- Engage regularly with a multi-stakeholder advisory committee to review and test workshop and lesson plan content.
- Ensure effective linkages and communications, and develop relationships with external stakeholders including the Canadian public (educators, 2SLGBTQ+ organizations and community members), as well as donors, coalitions, networks and other audiences.

### **Other**

- Such other duties as the CCGSD may reasonably assign to you from time to time, acknowledging that the CCGSD is a small business requiring a great deal of flexibility in the assignment of tasks and its expectations of its staff.
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#### **REQUIRED EXPERIENCE, KNOWLEDGE & COMPETENCIES:**

- Strong analytical understanding of, and demonstrated experience in sexual education, including programs to promote 2SLGBTQ+ human rights and gender-based violence prevention in an educational context.
- A minimum of three years of experience in education and youth engagement.
- Post-secondary degree in a relevant discipline as education, history, political science, **or** an equivalent combination of education and experience.
- In-depth understanding of results-based management.
- Knowledge and experience of funder reporting.
- Experience managing or supporting multi-stakeholder programs including consultants.
- Excellent verbal and written communication skills in English. Fluency in French is considered a strong asset.
- Strong analytical and report-writing skills.
- Excellent organizational and administrative skills.
- Experience with facilitating conversations and trainings within groups virtually and/or in person
- Demonstrated capacity to work both in a self-directed manner and collaboratively with other staff and stakeholders.
- Strong computer skills in word processing, spreadsheet, electronic mail and database systems, use of social networking.
- Ability to travel within Canada required.
- Ability to communicate effectively, and promptly, with diverse audiences having differing levels of knowledge.
- Commitment to and knowledge of anti-oppression, equity in education, and issues related to 2SLGBTQ+ rights in Canada, as well as CCGSD's mission.

#### **ABOUT YOU:**

You are interested in this role because you care about the health and self-esteem of young people, both 2SLGBTQ+ and otherwise. You are comfortable talking about emotionally sensitive topics like identity, attraction, healthy relationships, and sexual experiences. You can teach sex ed without blushing when you say 'penis' and without gendering the human body. You work through an intersectional feminist and anti-racist lens. You are a strong leader who can self-direct effectively and delegate or seek support where needed. You are passionate about the diverse needs of youth across the country and look forward to helping our program grow. You are highly organized, motivated, and believe we can make a difference in the lives of youth across the country.

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**\*\* MUST be eligible to work in Canada \*\***

**TO APPLY**, please submit a resume and cover letter to [recruitment@ccgsd-cccdgs.org](mailto:recruitment@ccgsd-cccdgs.org), with the subject line: **Education Project Coordinator, Comprehensive Sexual Education (CSE)**.

The application deadline is Aug 26, 2022; 11:59pm EST

CCGSD promotes feminist and anti-oppression principles. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. *If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require.*

For additional career opportunities with CCGSD, please visit <https://ccgsd-cccdgs.org/careers/>

We welcome you to join the movement to end discrimination – sign up for news and updates today:  
<https://ccgsd-cccdgs.org/newsletter/>