

Job Description

Job Title:	Sexual Violence Prevention Project Coordinator
Department:	Human Rights, Equity and Inclusion
Reports To:	Director, Sexual Violence Prevention and Response
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	March 2021

Primary Purpose

Reporting to the Director, Sexual Violence Prevention and Response, the Sexual Violence Prevention Project Coordinator will advance the development of key projects within the Sexual Violence Prevention and Response Office (SVPRO). This position is responsible for covering all aspects of the projects from inception, implementation through to reporting. This role will conduct environmental scans of promising practices; identify gaps and opportunities; develop, implement, and deliver content and engage in data collection.

Key Accountabilities

Development and Implementation

- Creates project plans including workflow, timelines, estimated budget needs and coordination of activities within the plan. Creates milestones for monitoring projects
- Develop projects focusing on, but not limited to, fostering critical conversations about healthy masculinity on campus and active bystander intervention principles and practice
- Advances and executes the strategic direction set by the Director, Sexual Violence Prevention and Response based on an understanding of promising practices in sexual violence prevention and requirements from funding agencies
- Facilitates training and education sessions with campus stakeholders utilizing strong group facilitation techniques and adult learning principles
- Responds to requests for training, and organizes the logistics to deliver training and engagement activities
- Employs project management approaches to ensure that sexual violence prevention strategies, events and initiatives are effectively and efficiently managed, including monitoring of information, logistics and progress, and reporting on project deliverables
- Liaises and coordinates actions with stakeholders for key projects to ensure roles are clear and actions are executed effectively

Collaboration and Relationships

- Demonstrated ability to effectively engage stakeholders to achieve project outcomes
- Facilitates strong working relationships with student groups, clubs, societies, academic support units and faculties to create opportunities for collaboration and input into programming
- Works with the HREI Communications and Engagement Specialist for promotion and event planning of workshops and other engagement activities
- Liaises with community resources to find opportunities to collaborate and enhance campus programming

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- Works closely with staff in the SVPRO to ensure a coordinated and integrated approach to program development and delivery, and communication
- Collaborates with staff in the SVPRO to develop and implement campus events or activities related to consent and sexual violence awareness such as Consent Week, orientation, 16 Days of Activism Against Gender Based Violence, and others

Administration

- In collaboration with the Program and Evaluation Specialist, develops and maintains program documentation outlining program goals, outcomes, and ongoing progress
- Responds to program feedback in a timely and effective manner, as appropriate
- Schedules meetings both within the team and with campus stakeholders
- Participates in regular team meetings, as well as meetings requested or directed by the Director, Sexual Violence Prevention and Response
- Performs other duties and assists with special projects or tasks as assigned

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree, Masters degree in a related field (e.g. health promotion, social work, gender studies, community psychology etc.) required or equivalent education and experience

Experience

- 3 – 5 years demonstrated experience in program development and delivery, particularly related to sexual and gender-based violence concepts
- Proven expertise in group facilitation techniques
- Ability to develop and deliver interactive, engaging content applying adult learning principles
- Strong knowledge, and application of, the principles of experiential learning
- Previous experience applying skills in a post-secondary setting preferred

Knowledge/Skills/Abilities

- Strong understanding of feminist, trauma-informed, anti-racist, anti-oppressive and intersectional analysis which is applied directly to this work
- Deep understanding of group dynamics, how to navigate difficult conversations, and creating space for a wide variety of potential responses to the content
- Exceptional written and verbal communication skills (including conflict management) and the ability to adjust communication style to provide project updates to a variety of stakeholders
- Strong capacity to utilize critical thinking and problem-solving skills to address challenges as they arise and maintain the project schedule
- Excellent time management and task organization skills
- Ability to work independently as well as within a multi-disciplinary team
- Demonstrated capacity to work with multiple stakeholders while balancing the goals of the project with the needs of the community
- Highly developed interpersonal, teamwork and relationship building skills to develop and maintain partnerships and collaborations with program team members and external stakeholders as required
- Exceptional organizational skills as well as the ability to manage and forecast required resources and build consensus with key partners

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- Knowledge of campus and community resources
- Capacity to utilize sound judgment, tact, integrity, and diplomacy

Nature and Scope

- **Contacts:** Internally, the SV Project Coordinator engages with faculty, staff, students, Faculties and Academic Support Units across the institution. Works with external organizations regarding program development and delivery where appropriate.
- **Level of Responsibility:** This position is responsible for supporting the Sexual Violence Prevention and Response Office in developing and delivering ongoing programming. This position will often come into contact with, and manage, highly confidential and sensitive information and as such must demonstrate professionalism and sound judgment to support the deliverables of the University of Waterloo.
- **Decision-Making Authority:** This position is expected to be self-directed in executing their responsibilities. The role has a mix of routine and non-routine tasks and requires tact, integrity and discretion. In consultation with the supervisor, this role will determine the course of action to solve problems and to exert a positive influence on stakeholders.
- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within an office environment such as periods of extensive sitting. Moderate sensory effort from computer-based work resulting in slight fatigue, strain or risk of injury. Possible moderate physical demands when travelling across campus to transport resources and deliver content.
- **Working Environment:** This role involves minimal to moderate exposure to psychological risk resulting from unavoidable exposure to disagreeable or uncomfortable environmental conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions (e.g. phone calls, emails, unexpected meeting requests). When needed, there may be unusual hours of schedules to meet stakeholder needs.