

KAMLOOPS SEXUAL ASSAULT COUNSELLING CENTRE

Kamloops Sexual Assault Counselling Centre is a feminist organization that supports individuals who have experienced sexualized violence. We provide counselling, support services, advocacy, education and prevention. The Kamloops Sexual Assault Counselling Centre's purpose is to provide **free**, client centred support services to victims of sexual assault, child sexualized abuse, domestic violence and sexual harassment.

Job Title: Agency Coordinator

Reports to: KSACC Board of Directors

Salary: Annual salary commensurate with experience and education

Start Date: April 3, 2018

The Kamloops Sexual Assault Counselling Centre Board of Directors invites qualified applicants for the position of Agency Coordinator

Agency Coordinator Job Description:

The KSACC Agency Coordinator is deeply committed to ensuring KSACC maintains its client-directed, feminist approach to service while working to enhance community collaboration and partnerships. A proactive approach to stopping sexualized violence by heightening KSACC's educational and prevention work in the community.

Responsibilities:

Leadership & Management

- Oversee the daily functioning and well being of KSACC in a manner that is consistent with the vision, mission, and values of KSACC
- Oversee the financial management of KSACC
 - Budget development
 - Grant writing
 - Communication and relationship building with funders
 - Report writing skills
 - Maintain current funding
 - Obtain new funding through partnerships or fundraising initiatives
- Create, revise, implement, and ensure agency policy adherence
- Human resource management
- Communication and relationship with Board of Directors
- Understanding of board governance
- Short and long term planning
- Event planning

Community

- Serve as the spokesperson for KSACC in community and in media
- Provide expertise on sexualized violence in community and in media
- Maintaining valued partnerships through collaboration and support
- Building new partnerships with a focus on collaboration, growth, and support.

Program Development

- Provide oversight and support to all KSACC programs (local and regional)
- Maintain program levels and develop new program opportunities (local and regional)
- Continue development of KSACC's outreach and collaborative programming

Minimum Qualification:

- A feminist anti-oppressive practice approach
- Masters degree in community development, leadership, organizational development or related field
- 5 years demonstrated leadership experience
- 5 years demonstrated staff management experience
- Superior verbal and written communication skills
- Superior interpersonal communication skills
- Demonstrated effective decision-making skills
- Demonstrated facilitation skills
- Demonstrated fundraising skills
- Demonstrated advocacy skills
- Demonstrated strategic planning and implementation skills
- Knowledge of BC and Canadian employment legislation
- Knowledge of legislation and services available to survivors of sexualized violence
- Knowledge of not-for-profit governance issues
- Budgetary proficiency
- Proficiency in policy analysis
- Knowledge and understanding of the criminal justice system, specifically in relation to sexualized violence
- Flexible schedule
- Ability to travel for provincial and interprovincial meetings
- Access to a vehicle

How to Apply:

Interested applicants should submit the following documents. Incomplete packages will not be reviewed.

- Cover letter detailing how your educations and experience qualify you to work at KSACC in the Agency Coordinator role
- Curriculum Vitae
- 3 professional references

All of the documents should be emailed to:

Kamloops Sexual Assault Counselling Centre Board of Directors

ksaccpresident@gmail.com