



Internal/External Coordinator



POSITION: Coordinator, Multicultural Safe Dating Project

DEPARTMENT: Family and Settlement

POSITION FUNCTION:

The Multicultural Safe Dating Project will work to motivate and facilitate the engagement of immigrant, refugee and visible minority youth and their caregivers in teen dating violence (TDV) prevention activities designed to decrease risk factors and enhance protective factors for TDV.

Under the supervision, guidance, and support of the Manager, Innovative and Health Promotion Programs, the Coordinator will ensure that project deliverables are met as stipulated in the funding contract, handle day-to-day project operations, monitor and assist with the research process, and collaborate with community partners, contractors, and MOSAIC staff, as well as supervising the Project Facilitators. The Project Coordinator will also help to set Terms of Reference for and facilitate Advisory Committee Meetings and Steering Committee Meetings. This position requires a strong understanding of gender-based violence, youth relationships, and project coordination, as well as a capacity to work with families from diverse multicultural backgrounds.

QUALIFICATIONS:

- Will be knowledgeable about gender-based violence and violence prevention, particularly teen dating violence;
- Will be knowledgeable about immigrant, refugee, and visible minority communities and acculturation conflict;
- Will have experience working with youth and/or families;
- Will have experience in project planning, development, and coordination;
- Will have a minimum of a Bachelor's Degree in an area such as Gender Studies, Social Work, Sociology, Public Health, or a related field. Related training and experience can potentially take the place of education;
- Will have excellent interpersonal and communication skills, able to speak, read and write in fluent English;
- Will possess a working knowledge of standard office equipment and software applications (word processing and spreadsheets);
- Excellent organizational and time management skills and a passion for working in a diverse, multicultural environment

DESIRABLE SKILLS/EXPERIENCE:

- Access to a vehicle is an asset
- Additional language is an asset



OTHER REQUIREMENTS:

Current and satisfactory Criminal Record Check

HOURS: 28 hours/week – occasional weekend/evening work may be required of this position

STARTING PAY: \$25.16 - \$28.31 per hour, based on experience

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: Attn: **Nova Chamberlin**, Manager, Innovative and Health Promotion Programs at nchamberlin@mosaicbc.org
No phone calls, please.

DEADLINE: Open until filled

NOTE: Only those selected for an interview will be contacted.

Posting Date: April 8, 2019

MOSAIC is committed to promoting equal employment opportunities for all members of the community