



EXTERNAL JOB OPPORTUNITY

PUBLIC EDUCATION COORDINATOR Hybrid

ABOUT YELLOW BRICK HOUSE:

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

PROFILE:

Reporting to the Manager of Direct Services, this position is responsible for full implementation of design upgrades and growth of the Public Education program and is vital in helping to address the important societal issue of gender-based violence and abuse. The role of the Public Education Coordinator is to establish and build community connections and partnerships, develop and facilitate community events to increase awareness, apply for applicable funding opportunities and educate the public about gender-based violence, thereby decreasing incidents, while teaching about healthy relationships and providing information about resources.

RESPONSIBILITIES:

The major responsibilities of this position include, but are not limited to:

RESPONSIBILITIES

- Identify/design/implement community events and education programs according to the needs of the community.
- Develop, promote, and deliver workshops to elementary, high school, post-secondary schools, and diverse community groups. Workshops facilitated in-person and virtually.
- Validate and compile resource material as it pertains to fostering safe schools and communities (i.e., Healthy Relationships, Consent, Abuse and Violence Prevention and Awareness, etc.)
- Analyze up-to-date knowledge on statistics and issues related to gender-based violence and identify opportunities and collaborations that will enhance programming.
- Maintain open communication with all agency programs and provide necessary input and support as required.
- Working collaboratively with the Resource Development team, participate in all aspects of the grant writing and reporting processes which may include the development of workplans, data collection, evaluation methods and report writing.
- Identifying the need for volunteers for program support.
- Participate in the development of marketing materials including web-based, email specific, social media and hard copy.
- Develop and maintain an internal database of networks and external community partners and resources.
- Initiate (approach groups, develop programs) and respond to community requests for workshops, presentations, including group participation and discussion, audio-visual

- presentations, and information packages.
- Conduct internal and community-based focus groups to identify and address emerging trends and educational needs.
 - Conduct SWOT program analysis based on identified trends and implement action plans to explore opportunities.
 - Oversee the development and implementation of the workshop schedule ensuring targets and KPIs are met.
 - Supervise the day-to-day program facilitator, student work placements, and Yellow Brick House volunteers, inclusive of recruitment, training, and mentorship.
 - Attends third party and networking events as needed to promote awareness of gender-based violence.
 - Develop and implement program evaluations and statistical tracking in order to measure program milestones and continuous improvement initiatives.
 - Engage with community partnerships (committees, advisory groups) to share and implement best in class, promote awareness, and community connection.
 - Must be able to judiciously respond to disclosures of abuse and violence, providing adequate support and resources to audiences as required.
 - Ensure maintenance of up-to-date presentations, materials, and resources for targeted audiences. Identifying trends and gaps to ensure relevant information.
 - Provides support and day to day direction and mentorship to the Public Education Facilitator practicum students, and volunteers as required.
 - Assist/support Yellow Brick House event planning to raise awareness.
 - Performs other duties as required.

Documentation:

- Create and maintain public education files according to Yellow Brick House policies (including program requests and tracking; workshop presentations, handouts, and activities; partner/client contact information; workplans and logic models; program evaluation; grant writing support, billing information etc.)
- Ensure maintenance of accurate data entry of all programs and services.
- Maintains documentation for all grant funded projects and applicable criteria.

Engagement:

- Communicate fully and openly with supervision; keeping manager fully informed of relevant client and staff member information, at all times.
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Keeps up-to date on issues relating to gender-based violence and evidence-based practices.
- Maintain community awareness of Yellow Brick House programs throughout York Region
- Acts as a Brand Ambassador for Yellow Brick House
- Participates in internal/external committees as required.
- Attends training sessions as required.
- Works in a team environment; provides support and information to team members and assists other staff when required.
- Fosters and maintains an anti-oppressive working environment.
- Participates in ongoing program evaluation.

PERFORMANCE MEASURES:

- Monthly average of workshops
- Meeting program targets and community impacts.

- Meet all Department Goals and Objectives.

QUALIFICATIONS & SKILLS:

- Bachelor's degree in education, communications, social work, or equivalency in experience.
- 3-5 years' experience in public speaking and delivering workshop material to a wide age range.
- Demonstrated knowledge and understanding of gender-based violence.
- English language as well as other languages used by client population (i.e., Spanish, Arabic, Cantonese, Mandarin, Farsi etc.). A second language is considered an asset.
- Ability to negotiate with different community partners and educational institutions.
- Availability for the occasional evening or weekend event.
- Proficiency with Microsoft Office and database applications.
- Familiar and comfortable with technology- assisted platforms, specifically video conferencing, MS Teams, Zoom, Prezi, Qualtrics etc.
- Capable of working in a multidisciplinary environment with a variety of community professionals.
- Must be capable of working some evenings and weekends as required.
- A current police vulnerable sector screening (VSS) is required.
- Valid Driver's License and confirmation of \$1 M liability insurance with access to vehicle. Travel is required throughout York region.
- Working knowledge of application of Anti- Oppressive and Feminist frameworks

Yellow Brick House would like to thank all applicants for their interests; however, only those selected for an interview will be contacted.

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview, or selection processes, please contact the Human Resources Department for assistance.

Please submit your resume to jobs@yellowbrickhouse.org