



## **EXTERNAL JOB OPPORTUNITY**

### ***PUBLIC EDUCATION FACILITATOR***

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#### **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 Direct Services Manager, this position is responsible for supporting the Public Education Coordinator in promoting and facilitating 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 Facilitator is to 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:**

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- Assist in identifying/designing/implementing education programs according to the needs of the community.
- Deliver workshops to elementary, high school, post-secondary schools, and diverse community groups. Workshops facilitated in-person and virtually.
- Research 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.)
- Maintain up-to-date knowledge on statistics and issues related to gender-based violence.
- Maintain open communication with all agency programs.
- Respond to community requests for workshops, presentations, including group participation and discussion, audio-visual presentations, and information packages.
- Assist in the support of practicum and student work placements and Yellow Brick House volunteers, including training, under the direction of the Public Education Coordinator as needed.
- Attending third party events as needed.
- Assist in program evaluations and statistical tracking to measure program milestones and continuous improvement initiatives.
- Assist with the facilitation of focus groups, and SWOT program analysis to address identified trends and opportunities to address identified educational needs and assist in the implementation of action plans to improve those gaps.
- 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.

- Maintain up-to-date presentations, materials, and resources for targeted audiences.
- Assist/support Yellow Brick House event planning to raise awareness.
- Performs other duties as required.

### **Documentation:**

- Support the maintenance of public education files according to Yellow Brick House policies (including program tracking; workshop presentations, handouts, and activities; partner/client contact information; workplans and logic models; program evaluation; grant writing support, billing information etc.)
- Accurate data entry

### **Engagement:**

- Communicate fully and openly with supervision; keeping supervisor 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 seminars
- Meeting program targets and community impacts.
- Meet all Department Goals and Objectives.

### **QUALIFICATIONS & SKILLS:**

- Diploma in education, communications, social work, or equivalency. 2-3 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.
- 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, etc.
- Capable of working in a multidisciplinary environment with a variety of community professionals.
- 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

**CORE COMPETENCIES:**

- Presentation Skills
- Energy/managing Stress
- Multi-tasking and prioritization
- Interpersonal skills
- Deadline Attainment
- Communication (Written and Verbal)
- Collaborative
- Ability to work independently.
- Trauma informed.
- Cultural Sensitivity
- Ethics and Integrity
- Planning and Organizing
- Problem Solving

- Research and Analysis
- Accountability and Dependability
- Policy Adherence

**WORKING CONDITIONS**

- Works in a comfortable environment either inside or outside in typically pleasant conditions. Typical conditions are such that some risk of injury or harmful effect is possible in dealing with vulnerable clients.
- Interacts with clients, staff, visitors, government agencies, personnel under all circumstances, which may be traumatic situations.
- Must be able to sit/stand for extended periods of time.

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](mailto:jobs@yellowbrickhouse.org)**