



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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Knowledge Exchange Coordinator

Job ID	ED-DF-F0-3F-FB-7A
Web Address	https://careers.indigenous.link/viewjob?jobname=ED-DF-F0-3F-FB-7A
Company	Women's Shelters Canada
Location	Ottawa/Hybrid/Remote, Ontario
Date Posted	From: 2024-06-17 To: 2024-07-17
Job	Type: Full-time Category: Education
Job Start Date	August 6, 2024
Job Salary	Annual Salary Is Between \$59,373 And \$63,564, Based On Relevant Experience
Languages	English, French

Description

WSC is looking for a self starter with multiple skills to coordinate national training and knowledge exchange activities for the domestic violence shelter across Canada. This role will make a meaningful contribution to the sharing of promising practices within the sector and to building connections between shelter staff in different regions.

ORGANIZATIONAL BACKGROUND

Women's Shelters Canada (WSC) brings together 16 provincial and territorial shelter organizations and supports more than 600 shelters across the country for women, children, and gender-diverse people fleeing violence. WSC was created by the provincial and territorial shelter associations who identified a need for a unified voice on the issue of violence against women at the national/federal level. Together, we have become a national, collaborative voice for systemic change with the goal of ending violence against women, children, and gender-diverse people. WSC works from an intersectional feminist framework. You can read more about our vision, mission, and core values on our website (www.endvaw.ca)

OVERVIEW OF THE ROLE

Are you passionate about connecting people across organizations and regions so they can learn from each other and problem solve together Do you have strong facilitation skills and experience coordinating accessible and inclusive projects and training programs Are you interested in a role that will allow you to build your skills in a variety of areas while helping support the work of frontline staff in the domestic violence sector

WSC is seeking a Knowledge Exchange Coordinator who will work closely with the Director of Knowledge Exchange to advance the work of WSC's Knowledge Exchange program. The Coordinator is responsible for coordinating national training and knowledge exchange activities for the domestic violence shelter sector and for facilitating a variety of meetings, trainings, and discussion groups. Specifically, the coordinator will work on projects touching on domestic violence prevention in the workplace, financial abuse and economic empowerment, second stage shelter operations, and a variety of other topics. They will support the sharing of promising practices within the sector and the creation of a mentorship program. They will assist with other knowledge exchange activities as needed.

The role involves regular interaction with other members of staff, shelter staff from across the country, and representatives from the provincial/territorial shelter associations. The position is expected to work from an intersectional feminist framework to carry out the work of the organization and achieve the overall mission and strategic plan for the organization.

This is a two-year contract with the possibility of extension. Work is primarily completed through a hybrid work model with staff coming into the office in Ottawa 2-3 days per week. Fully remote work in a location outside of Ottawa would be considered for the right candidate.

Responsibilities

Knowledge Exchange Responsibilities

- Coordinate national training and knowledge exchange activities for the shelter sector, including outreach and registration, onboarding, and follow-up
- Plan and facilitate a variety of meetings, trainings, and group discussions, both online and in-person

- Foster accessible and inclusive learning environments for all participants
- Conceptualize and write accessible resources to support the sharing of promising practices and lessons learned within the shelter sector
- Identify and respond to the learning needs and gaps within the sector and during specific training programs
- Provide support to other WSC knowledge exchange activities, including webinars, communities of practice, and in-person gatherings, as needed
- Contribute to the overall vision, strategy, planning, and evaluation of WSC's Knowledge Exchange program

Other Responsibilities

- Assist with the development of funding proposals related to knowledge exchange
- Liaise and build relationships with the provincial/territorial shelter associations as well as with individual shelters and other stakeholders and partners
- Provide input to and participate in the implementation of WSC's collaborative work
- Perform other duties as may be required

Knowledge and Experience

- Post-secondary degree (college or university) or equivalent work experience in a relevant field (such as adult education, training, knowledge translation, etc.)
- Experience designing and delivering a variety of learning activities, both online and in-person
- Experience facilitating discussions with large and small groups, both online and in-person
- Ability to communicate complex information to a diverse audience in a clear and accessible manner, both orally and in written form
- Strong writing skills across a variety of formats
- Ability to foster an inclusive, accessible, and engaging learning environment for diverse participants
- Experience conducting outreach and building relationships with a variety of partners
- Strong team player
- Experience working from an intersectional feminist approach
- Self-starter with an ability to think strategically and problem-solve
- Ability to take direction and work independently or collaboratively as required
- Ability to work toward goals in a diverse environment with multiple and changing demands
- Excellent attention to detail
- Excellent organizational and time management skills

Desirable:

- Intermediate French skills and/or a willingness to strengthen existing French skills are a strong asset; the organization can provide some professional development support in this area
- Experience organizing in-person and virtual events
- Knowledge of the gender-based violence and/or shelter sector

LOCATION

Work is primarily completed through a hybrid work model with staff coming into the office in Ottawa 2-3 days per week. Fully remote work in a location outside of Ottawa would be considered for the right candidate.

WORKING CONDITIONS

This position involves working at a computer for extended periods of time as well as virtual, phone, and in-person meetings (dependent on public health restrictions). Some travel may be required.

COMPENSATION & DURATION

Annual salary is between \$59,373 and \$63,564, based on relevant experience. An employee benefits package is included with this position. This is a 2-year contract with the possibility of extension.

Work Environment

Work is primarily completed through a hybrid work model with staff coming into the office in Ottawa 2-3 days per week. Fully remote work in a location outside of Ottawa would be considered for the right candidate.

How to Apply

Click Apply Now!

Interested candidates should submit a resume and cover letter explaining why this position is of interest and how your experience and skills will enable you to excel in this role. The deadline to apply is July 12, 2024. Please apply through Charity Village. We thank all applicants, however, only those selected for an interview will be contacted.

WSC practises employment equity and encourages applications from all qualified candidates. In particular, applications

are encouraged from racialized people, Indigenous people, disabled people, queer and trans people, and women. If you require any form of accessibility throughout this application, please let us know. We are committed to providing an inclusive workplace that supports the participation of all employees.

<https://charityvillage.com/jobs/knowledge-exchange-coordinator-coordinatrice-de-l-%c3%a9change-de-connaissances-remote-in-ottawa-ontario-ca/>