



## ***Public Education Coordinator***

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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, transitional housing support, and public education programs.

### **POSITION OVERVIEW**

Reporting to the Manager of Direct Services, this position is responsible for the organization, administration, and planning associated with programs designed to create awareness on healthy relationships and educating audiences on gender-based violence.

### **RESPONSIBILITIES**

- Identify/design/implement 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., Health Relationships, Consent, Abuse and Violence Prevention and Awareness.)
- Maintain up-to-date knowledge on statistics and issues related to gender-based violence.
- Maintain open communication with all agency programs.
- Initiate (approach groups, develop programs) and respond to community requests for workshops, presentations, including group participation and discussion, audio-visual presentations, and information packages.
- Supervise Practicum and Student work placements and Yellow Brick House Volunteers, inclusive of recruitment, training, and mentorship.
- Attends third party events as needed.
- Implement program evaluations and statistical tracking in order to measure program milestones and continuous improvement initiatives.
- Conduct SWOT program analysis to identify gaps and implement action plans to improve those gaps.
- Engage with community partnerships (committees, advisory groups) to share and implement Best in Class Practices.
- Must be able to respond to disclosures of abuse and violence, providing adequate supports 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.

### ***Maintenance and Administration:***

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28
- Ensure adherence to established safety, quality, compliance, and housekeeping standards and participate in the continuous improvement process
- Attends mandatory and development training as required

- Read, understand, and follow agency policies and procedures

### ***Engagement***

- Communicate fully and openly with supervision; keeping supervisor fully informed of relevant Board and staff member information
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Participates in internal/external committees as required
- Other duties as assigned.

### **PERFORMANCE MEASURES**

- Number of MOU developments
- Monthly average of seminars,
- Number of participant engagement
- Meeting targeted measures on Community Impacts
- Meet all Department goals and objectives.
- Meet all timelines as established on assigned projects and daily administration.

### **QUALIFICATIONS REQUIRED**

- Post-secondary education in an accredited institution preferably in education.
- Public Education training in speaking is essential.
- 2-3 years experience in public speaking and delivering workshop material to a wide age range.
- Demonstrated knowledge and understanding of gender-based violence.
- Working knowledge of application of Anti-Oppressive and Feminist frameworks
- A clear and current police vulnerable sector screening (VSS) is required by the successful candidate prior to hiring.
- Experience Event Planning considered an asset.
- Familiar with York Region would be considered an asset.
- Availability for the occasional evening/weekend meeting
- Must be able to travel, valid driver's license and confirmation of \$1M liability insurance.
- Second Language is considered an asset.
- Some evening and weekend work required.

### **SKILLS REQUIRED**

- Familiar and comfortable with technology-assisted platforms, specifically video conferencing using MS teams, Zoom, Prezi or Canva etc.
- Proficient in the use of Microsoft Office.

### **CORE COMPETENCIES**

- Strong Interpersonal Skills
- Ability to work under pressure and within the context of the team structure and atmosphere.
- Ability to work independently.
- Planning and organizing.
- Ability to multi-task and prioritize workload.
- Excellent verbal and written communications skills.

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 be advised that in order to be eligible for employment at Yellow Brick House, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); AND have received the final dose of the COVID-19 vaccine at least 14 days prior to the hired employee's first date of employment. Medical exemptions or any other kind of requested exemption based upon the Yellow Brick House's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

**Please submit your resume to [jobs@yellowbrickhouse.org](mailto:jobs@yellowbrickhouse.org)**

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