

EXTERNAL JOB OPPORTUNITY
Legal Program Coordinator

CONTRACT TERMS: *This is a Phase 1, one-year contract position, with an anticipated start date of July 1, 2025. Continuation into Phase 2 (an additional one-year term) will be considered based on the successful completion of Phase 1 deliverables and approval of continued project funding.*

Salary: *Range(58k-62k)*

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 assessing, enhancing, and implementing Yellow Brick House's legal programming with a focus on improving access to justice and supports for those affected by gender-based violence. The role involves conducting a comprehensive needs assessment, engaging with legal and community stakeholders, and designing sustainable, trauma-informed programming informed by legislative frameworks such as Keira's Law. This position leads the development and delivery of capacity-building initiatives, including webinars and training resources, to increase awareness and responsiveness within the legal system.

RESPONSIBILITIES:

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

Phase 1 – Research and Evaluation:

- Research current legislation, case studies, and best practices related to gender-based violence and Kiera's law.
- Conduct exploratory meetings with legal associations and community-based organizations to align objectives and secure continuous improvement commitments.
- Conduct a full needs assessment identifying gaps through information gathering such as surveys, virtual meetings and/or focus groups with existing partnerships within and on the peripheral of the legal system.
- Partner with legal experts to provide oversight.
- Identify key stakeholders and potential partners for collaboration, ensuring diverse representation.
- Establish informal and formal partnerships with relevant organizations, including but not limited to pre-existing partners such as Luke's Place, York Region Violence Against Women Community Committee members, and Family Law Information Centre for insight and validation of findings
- Synthesize findings and develop insight reports with key recommendations.
- Create a phased implementation plan based on findings from the needs assessment and stakeholder input.

Phase 2: Program Development and Implementation

- Develop initial content outlines for webinars and training materials
- Ensure training content integrates protocols and inter-agency agreements relevant to York Region and GBV response systems; and themes from case reviews (where consented) to reflect real-life systemic gaps and service user experiences
- Create resource packages and background materials for distribution to stakeholders.
- Refine webinar topics, speakers and scheduling.
- Conduct pilot webinars with select partners and refine content based on feedback.
- Develop and launch marketing campaigns to increase webinar awareness and registration to include promotional initiatives through social media, forums, and public events.
- Set up the necessary technical infrastructure for hosting webinars, including platforms for registration and live sessions.
- Implement and launch webinar series with ongoing communication and feedback mechanisms.
- Establish a system for tracking effectiveness and gathering participant feedback and modifying content accordingly.
- Expand webinar topics to emerging issues, reach new audiences, and explore partnerships for broader impact.
- Document all phases of the project including insights report, implementation plan, evaluation summaries, and final report with recommendations.
- Develop a sustainability plan, including potential funding sources and long-term strategies.
- Other duties as required

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28 .
- Ensure all safety and non-safety rules and regulations are followed.
- Ensure adherence to established safety, quality and housekeeping standards.
- Attends Environmental Health and Safety training.
- Adhere to Yellow Brick House health and safety, environmental, and quality standards, policies and procedures.
- Report any known hazard, defect, incident or compliance issue to the employer or supervisor.
- Understand BILL 132 and 168 and uphold the policies that prohibit domestic violence, workplace violence, sexual harassment and harassment in the Workplace.

PERFORMANCE MEASURES:

- Fully developed needs assessment
- Fully developed webinar content and training materials
- Established marketing and outreach strategy plan.
- Participant outreach, feedback and evaluation reports.
- Sustainability plan and scale-up strategy documentation.

QUALIFICATIONS & SKILLS:

- Post secondary degree in Law, Public policy, Justice studies, Criminology or related field.
- 3-5 years of experience in legal field such as legal advocacy, justice sector programming, policy research, or GBV services.
- Demonstrated experience in conducting needs assessments and synthesizing research into actionable items.
- Demonstrated experience in engaging and coordinating with legal professionals, policy makers, and community-based organizations.

- Demonstrated experience in developing training content, educational materials, or public legal education programs.
- Demonstrated experience in leading multi-phase projects from conception to implementation.
- A current police vulnerable sector screening (VSS) is required.
- Reliable Transportation
- Some travel required
- Working knowledge of application of Anti-Oppressive and Feminist frameworks

CORE COMPETENCIES:

- Proficiency
- Analytical
- Communication
- Interpersonal
- Time Management
- Decision Making
- Building Commitment
- Community Engagement
- Program Development and Delivery
- Research and Evaluation

WORKING CONDITIONS:

- Works in a comfortable environment either inside or outside in typically pleasant conditions. Typical conditions are such that some risk of any injury or harmful effect is possible.
- Must be able to sit/stand for extended period 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