



JOB POSTING

Three Oaks Foundation (TOF) provides emergency shelter, second stage housing, supportive counselling and outreach services to abused women and their children in Hastings and Prince Edward Counties. TOF is seeking *female applicants for the following position:

Training and Education Coordinator Full time Permanent

The Training and Education Coordinator (T&EC), working directly with the Community Relations Manager, is responsible for developing, implementing, coordinating, monitoring and evaluating:

- Internal agency orientation and ongoing training initiatives for employees, students and service volunteers.
- Recruiting, training and supervising service volunteers.
- Assisting with, planning and implementing fundraising events and activities.
- Assisting with the management of social media accounts and content creation.
- External, or community-based, networking and educational activities designed to increase public awareness and support for Three Oaks Foundation as well as increase public understanding of issues relating to violence against women and children, including but not limited to speaking engagements and presentations.

Qualifications and Experience:

- Extensive knowledge of and experience working in the area of violence against women and children.
- General knowledge of and familiarity with related women's and children's issues.
- Excellent written and verbal communication skills.
- Comfort with groups and demonstrated ability to present ideas and information to a wide variety of audiences, excellent public speaking skills and proven experience.
- Excellent organizational skills and demonstrated ability to manage time effectively and complete tasks in an efficient manner.
- Demonstrated ability to design and write brochures, newsletters and media releases.
- Professional belief system that is compatible with the mission statement, beliefs and aims of Three Oaks Foundation. Willingness and ability to comply with and promote these and related principles within the organization and the larger community.
- Ability to work independently and as part of a team.
- Excellent Computer skills, including all Microsoft programs and social media platforms.
- Ability to work a flexible work week in accordance with program needs.
- First Aid and CPR
- Valid driver's license and use of a vehicle

Hours of Work and Salary:

35-hour work week. Salary in accordance with Collective Agreement

How to Apply:

Email resume and cover letter, marked *private & confidential*, to the attention of:

**Leah Morgan, Executive Director
ed@threeoaks.ca
Posting closes at 4:00 p.m. February 7th, 2024**

Only those who have demonstrated relevant skills and experience will be interviewed.

***All applicants who receive an interview must come prepared to provide a 5-minute verbal presentation as well as a printed pamphlet or newsletter on the topic of violence against women and children. ***

***Female** only, relying on the provisions of Section 23 of the Human Rights Act in setting the restriction. Three Oaks Foundation encourages and supports diversity in the workplace.

Should you require accommodation at any point in the hiring process, please let us know at your earliest convenience to ensure your requirements are addressed.