

EXTERNAL JOB POSTING

January 2023



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 Executive Director and Community Services Manager, is responsible for developing, implementing, coordinating, monitoring and evaluating:

- 1) Internal agency orientation and ongoing training initiatives for employees, students and service volunteers;
- 2) Recruiting, training and supervising service volunteers;
- 3) Assisting with, planning and implementing fund raising events and activities;
- 4) External, or community-based, networking and education activities designed to increase public awareness of and support for Three Oaks Foundation, as well as raise awareness regarding violence against women.

Qualifications and Experience:

- Extensive knowledge of and experience working in the area of violence against women and children.
- Proven working experience in violence against women sector.
- 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 • Use of a vehicle

Hours of Work and Salary

35 hour work week. Salary and benefits in accordance with Collective Agreement

How to Apply:

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

Amy Dufresne
amyd@threeoaks.ca

Posting closes at 4:00 pm Friday, January 27th, 2023

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

***All applicants who receive an interview must come prepared to provide a VAW presentation with no visual aids and minimal support paperwork.**

*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.