

The Sexual Assault Services of Saskatchewan (SASS) is seeking a Provincial Coordinator to work in collaboration with the Executive Director on a 20 month term project. The project is a collaborative review process and oversight mechanism that allows outside experts to work with policing agencies to review sexual assault cases to ensure investigations are thorough and properly classified.

Primary Duties and Responsibilities

Leadership

- Serving as a role model and catalyst for the development of a supportive, positive environment for project partners, volunteers and other stakeholders.
- Representing SASS in the context of the project and programming delivered.
- Building relationships with stakeholders, supporters and community to further the implementation and success of the program.
- Liaising with SASS Advisory Committee, and key stakeholders to identify and define project requirements, scope and objectives
- Act as the point of contact and communicate project status to all participants
- Work independently and in a team atmosphere, in accordance to the agency policies, mission and goals

Project Development and Delivery

- Engaging project partners at provincial, regional and local levels.
- Developing implementation tools and processes including resource, marketing, volunteer management and evaluation plans.
- Supporting program implementation in pilot locations.

Project Management

- Developing, implementing and evaluating project work plans.
- Monitoring budget and expenses.
- Overseeing data collection, reporting and evaluation.
- Assign tasks to internal teams and assist with schedule management
- Analyze risks and opportunities
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting evaluations
- Coordinating project schedules, resources, equipment and information

Skills and Experience

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of people in diverse communities.
- Demonstrated ability to:

- apply asset-based community development and outcomes-based strategies and approaches
- respond effectively to a flexible, changing work environment and manage a variety of tasks simultaneously
- develop partnerships and networks and build relationships with participants, partners and communities
- develop and facilitate effective group process
- practice and model effective, positive community leadership competencies
- manage projects including organizational skills, attention to detail, multitasking and delegating
- work with budgets and financial data
- work independently, manage time and meet deadlines
- effectively use social media and online community platforms, MS Office

QUALIFICATIONS

- Clear criminal record;
- Valid driver's license and vehicle for travel (mileage pd);
- Undergraduate degree in human service and/or extensive training and experience with interpersonal violence issues.
- Proven work experience as a Project Coordinator or similar role
- Knowledge of nonprofit environment an asset
- Culturally sensitive; team oriented; comfortable in variety of environments;
- Experienced in community capacity building, facilitating, teaching, and researching.
- Solid organizational skills, including multitasking and time-management
- Intrinsically motivated; interested in learning; desire to make a difference; naturally empower others.
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- A demonstrated ability to build relationships with individuals and communities.
- Proficient in MS Office, social technology.
- Experienced in basic office administration.
- Ability to focus on and meet timelines or goals.
- Accountability and desire to adhere to financial budgets.
- Excellent interpersonal and communication skills

21 hours per week for 19-20 months; Minimum Yearly salary \$27,650 changes due to start date and duration of project.

Vacation Leave at the rate of .75 per month, Sick Leave at the rate of 1 day per month for the Employer contribution to CPP, EI, and WCB is paid and a T4 will be issued yearly.

If you are interested please send you resume and cover letter to Kerrie Isaac at info.sass@sasktel.net. Only qualified candidates will be contacted for an interview. Posting closes at noon April 17, 2019