

Stakeholder and Membership Engagement Coordinator

Sexual Violence Services of Saskatchewan (SASS) is a provincial non-profit organization that works collectively with front-line agencies, community partners, and governments to support those affected by sexual violence in Saskatchewan.

SASS is seeking a motivated and dynamic individual, with strong communication, analytical and research skills to join our team. The Stakeholder and Membership Engagement Coordinator will assist in enhancing SASS' capacity to provide strategic policy analysis that advance multi-sectoral systemic changes. This will include development of policy priorities for advocacy, strategic stakeholder engagement, reporting and analysis of sectoral trends, and meaningful participation in relevant policy tables on a local, provincial, and national level.

The position will work in close consultation with the Executive Director and the Director of Policy and Stakeholder Relations, in partnership with SASS member agencies and SASS employees.

Wage: \$4,713 - \$5,038 monthly gross salary, depending on experience and education
Paid vacation, paid sick days as well as dental and medical benefits. Employer contribution to CPP, EI, and WCB is paid and a T4 will be issued yearly.

Hours: 37.5hrs per week; 20 - month term position with the possibility of extension, including a 3-month probation period.

Start Date: As soon as possible

Work Location: Regina, In-person

PRIMARY DUTIES AND RESPONSIBILITIES

- Support the implementation of the Equity, Diversity and Inclusion Plan and Policy within SASS Operational Plan;
- Develop and implement a framework to broaden membership categories for new partners and stakeholders;
- Support the ongoing implementation of the [Saskatchewan Sexual Violence Action Plan](#) activities through strategic engagement with key stakeholders, organizations and communities across Saskatchewan;
- Support Director in identifying, reviewing, and attending relevant policy network tables on the local, provincial, and national level;
- Engage in ongoing review of all existing and upcoming national and provincial legislations, regulations, and policies relevant to GBV;
- Draft policy briefs and reports on complex policy issues, sectoral trends, and budgetary investments in relation to sexual/gender-based violence;
- Travel to communities across Saskatchewan to gain a better understanding of the application and implications of legislations and policies on the ground.
- Accurately collect and track data/applicable materials to support third-party evaluation of project activities;
- Support the completion of funder-mandated reports in a timely manner

Qualifications:

Education

- A post-secondary degree in social sciences, public policy, public administration, or related discipline.
Those who possess or are currently pursuing a master's degree in public policy/public administration are encouraged to apply.

Experience, Knowledge, Skills, and Abilities

- Must be able to pass a criminal record and vulnerable sector check
- Demonstrated experience and skill in writing research reports, policy briefs, and ability to interpret high-level data to inform policy analysis
- Demonstrated understanding or interest in gender-based violence, sexual violence perpetration in Canada, settler colonialism and structural violence, intersectionality, EDI and decolonizing principles;
- Demonstrated understanding of the non-profit sector;
- Strong communications and relationship building skills to work collaboratively with a range of internal clients and external stakeholders;
- Excellent organizational and prioritization skills, able to manage and deliver on multiple assignments under tight deadlines;
- Intrinsically motivated, exuding a desire to make a difference;
- A team player willing to take on new challenges to support a team-oriented environment; and
- Valid driver's licence