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FRT Program Coordinator

Saskatchewan Sexual Assault Services of Saskatchewan (SASS) is seeking a Program Coordinator to work in collaboration with the Executive Director and Program Lead for SASS's Saskatchewan Sexual Violence Education (SSVE) initiative.

The Program Coordinator will support the Program Lead in the development SSVE as needed. The coordinator is also primarily responsible for assisting the coordination of the *First Responder to Sexual Assault and Abuse Training*™ (FRT) program. This training is intended to build the capacity of professionals, paraprofessionals, and community members to assess and respond effectively to disclosures of sexual assault and sexual abuse.

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/6-month term position with the possibility of extension.

Salary range \$4388-\$4713 gross per month based on experience.

Contact SASS executive director Kerrie Isaac at 306-757-1941; or email kerrie@sassk.ca if you are interested.

Start Date: ASAP

Responsibilities: The Program Coordinator will coordinate “train-the-trainer”, in Saskatchewan for SSVE developed and potentially pre-existing FRT programs; facilitate presentations and training; Work with existing and create new community relationships; Promote program and seek additional funding. Coordinate and promote public events; Collect evaluations and tabulate; On-going written progress reports and final summaries.

Qualifications: Valid driver's license and vehicle for travel; Undergraduate degree in human service and/or extensive training and experience with interpersonal violence issues; Strong facilitation and teaching skills; Minimum 2-year experience in a team focused non-profit environment. The ideal candidate will be friendly; Culturally sensitive; Team oriented; Comfortable in variety of environments; Possess a positive outlook; Experienced in community capacity building. Intrinsically motivated; and demonstrates the ability to build relationships with individuals and

communities. Experience working with Indigenous communities and other individuals with complex intersectional identities is an asset.

The skills and capabilities you already possess are:

- 1) Knowledge and understanding of the continuum of sexual violence.
- 2) Excellent verbal and written communication skills.
- 3) Self-directed working style, good attention to detail, time-management, and organizational ability.
- 4) Proficient in MS Office, Google Drive, Zoom and other social technology.
- 5) Experienced in basic office administration.
- 6) Ability to focus on and meet timelines and goals.
- 7) Accountability and desire to adhere to financial budgets.
- 8) History of both taking direction from and working collaboratively with colleagues and the ability to positively accept constructive criticism.