

Job Family: Program and Initiative Expertise

Position: **Enough Already (EA) Program Laison**

Job Summary:

Working closely with the Executive Director and the EA Provincial Coordinator plays a pivotal role in building relationships with Saskatchewan employers in order to implement the [Enough Already \(EA\) Saskatchewan](#) initiative, which aims to prevent and address sexual harassment in Saskatchewan workplaces. The EA Coordinator will support employers in understanding new legislative frameworks related to sexual violence and harassment in the workplace and assist in the development, interpretation and the implementation of anti-harassment policies in Saskatchewan workplaces.

Salary range: \$4,715 - \$5,040 per month based on experience and qualifications.

Hours of work: Full-time at 37.5 hours per week

Term: Start date to be negotiated, The possibility of extension

Work Location: Regina, In-person, some travel is required - all related expenses are covered by SASS.

Work Conditions: Employees are entitled to vacation, sick leave and benefits.

Duties and Responsibilities:

- Collaborate with the EA Provincial Coordinator to establish and maintain effective project management processes.
- Engage with employers to raise awareness and promote the adoption of trauma-informed, anti-harassment policies and procedures aligned to legislation.
- Provide support to employers, employees, human resources professionals in reviewing and implementing policies related to sexual harassment prevention and response.
- Conduct outreach activities with key industries, stakeholders, and communities to facilitate education and training sessions on workplace sexual harassment and bystander intervention.
- Contribute to the planning and organization of conferences aimed at knowledge sharing and networking opportunities among stakeholders.
- Assist in the development of an evaluation framework to assess program effectiveness and contribute to fund development and sustainability planning.
- Ensure timely reporting and effective project administration, including budget adherence and submission of required reports.

Skills and Abilities:

- Effective verbal, written and digital communication skills.
- Engaging facilitation and presentation skills.
- Proficient in Microsoft Office Suite and other relevant software applications skills.
- Ability to analyze data and generate reports.
- Flexibility and adaptability to changing project needs.
- Committed to promoting safe and respectful workplaces.

Qualifications:

- Bachelor Degree; preferred degree(s) are Education, Human Resources, Public Policy and Administration
- Experience within industrial sectors will be considered an asset
- Cleared Criminal Record Check
- CPHR Designation is an asset.

How to apply:

Please send a cover letter and resume to Kerrie Isaac at kerrie@sassk.ca by **July 19, 2024**.