

Internal/External Temporary Full Time Posting

Amber House Program Coordinator 2

Position Title: Amber House Program Coordinator 2	Agency: Prince George & District Elizabeth Fry Society
Department: My Sister's Place /Amber House- Nancy Shorter, Manager	Employee Group: BCGEU- this position requires union membership
Current Location: Prince George, BC	Salary Range Steps: \$ (collective agreement) Grid Level: 14, \$33.77-\$38.77
Current Hours per week: 35 hours	Position Status: Temporary Full Time until return of incumbent.
Current Shift Schedule: Tuesday-Saturday, 7 Hours per day 35 Hours per week. 9:00 AM-4:30 PM Some evenings with advance notice.	Anticipated Start Date: Immediately –ASAP

NATURE OF POSITION:

The Prince George & District Elizabeth Fry Society is accepting applications for a full time, Program Coordinator 2 at Amber House/ My Sister's Place (MSP). The PC2 will work closely with the manager to oversee the day to day operations of our 18 bed transition house facility(Amber House) The Coordinator will ensure the program operates in a professional and efficient manner with attention to a feminist approach, confidentiality, and in compliance with the policies and procedures of the organization. The house coordinator will also provide ongoing leadership and mentoring to the Amber House Team.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- A minimum of a diploma in Human/Gender Studies or related field. Relevant skill-based training and/or post-secondary in gendered/ social services education, or a combination of experience and relevant education may be considered
- At least three (3) years' recent related work experience, working within a feminist framework working with women who are marginalized by their experience of violence, abuse, substance use, work in the sex trade, mental illness, racism, poverty and other forms of oppression, is required.
- 1-3 years of supervisory experience is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge about the dynamics of abuse, sexual assault, historical sexual abuse, criminal harassment and cultural diversity.
- Strong ability to compile statistics and records management data, policies and procedures.
- Strong ability to maintain confidentiality and demonstrate a high degree of professional boundaries.
- Recruitment and supervisory skills including coaching and conducting performance evaluations in conjunction with the program manager.
- Good knowledge of other community services and resources and ability to provide appropriate referrals.
- Knowledge and experience working with individuals facing multiple barriers
- Ability to work with diverse clientele and staff
- Ability to engage in public education to raise awareness of physical or sexual assault and/or abuse.
- Ability to develop community relationships and liaise with community service agencies.
- Proficient computer literacy including database programs and strong record keeping skills
- Excellent written and oral communication skills, including group facilitation and public speaking
- Strong computer skills; Word, Excel, Power Point, Email, E-Reporting with BCEID
- Participate in the 24/7 on-call rotations throughout the year.
- Valid Class 5 BC Driver's license and use of own vehicle for transportation if required.

ADDITIONAL REQUISITES

- A valid/current Standard First Aid certificate is required.
 - Current WHIMIS
 - Current Food Safe certification
 - Current Naloxone Training
 - Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening and Police Criminal Reference Check.
 - Must have a driver’s license, Business class insurance and access to a vehicle while on shift.
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- **Full Job Description is available, contact admin@pgefry.bc.ca**

To put forward your interest, send an email to nancy@pgefry.bc.ca with your resume and cover letter. Please specify the position title in subject line and ensure your cover letter clearly states:

- 1. Experience working with women and situations of domestic violence, preferably in a residential setting**
- 2. Why you would be a good fit as a Program Coordinator 2 with My Sister’s Place.**

Reply to:

Nancy Shorter, Program Manager

Email: nancy@pgefry.bc.ca

Or mail to/drop off at:

1575 5th Ave. Prince George, BC V2L3L9

Date Posted: January 14, 2025

Closing Date: January 31 2025

Closing Time: 3:00 PM

Each applicant is responsible for ensuring that the Society receives their application by the indicated time on the closing date. Any application received past this time will be considered late. Candidacy of late applicants will be considered in conjunction with external applications or with any applicable provisions of the collective agreement.

We thank all candidates in advance for their interest. We regret that only those selected for an interview will be contacted.