



Elizabeth Fry Society

My Sister's Place

1575 – 5th Avenue Prince George, BC V2L 3L9 Phone: 250-563-1113 Fax: 250-563-8765 www.pgefry.bc.ca

Internal-External

Amber House Program Coordinator 2
Temporary Full-Time (35 Hours per Week)
Wage Grid 14: \$33.77 - \$38.77 per hour
Reports to: My Sister's Place Program Manager
Prince George, BC

About Us

At the Prince George & District Elizabeth Fry Society, we respectfully acknowledge that our work takes place on the traditional unceded territories of the Lheidhl T'enneh, Skin Tyee, Nee Tahi Buhn, Cheslatta Carrier, Lake Babine, Wet'suwet'en, Ts'il Kaz Koh, and Lhtako Dene First Nations. The Prince George and District Elizabeth Fry Society is an intersectional feminist organization that provides programs and services to individuals who identify as women, children, and their families and who are at risk of, or have experienced, violence, abuse, inequities, marginalization, and/or criminalization. We contribute to a safe community by raising awareness, and promoting self-empowerment and resilience.

Working here you will find a passionate, dedicated team of employees who truly care about the people that walk through our doors. We celebrate diversity and treat each individual with respect, striving towards furthering reconciliation and cultural humility each day. Joining us provides an opportunity to enjoy an environment that fosters employee work-life balance, extended health & dental benefits, a generous Municipal Pension Plan, competitive wages, an employee and family assistance program, and a career where you can make a meaningful difference in the lives of others. For more about us, visit our website: pgefry.bc.ca

Our Commitment to Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. We encourage applications reflecting the richness of the diverse community of persons we serve. If you are passionate about this role but don't meet all the qualifications, we encourage you to apply anyway! You may be the right person for this job, or a great fit for another opening.

About the Position

We are currently seeking an empathetic, trauma-informed, and highly-organized individual to lead the team at our 17-bed transition house for women and their dependent children experiencing, or at risk of, gender-based violence. The Amber House Program Coordinator must demonstrate cultural humility and a commitment to our values of respect, inclusion, diversity, and Reconciliation, while ensuring the program operates in a professional and efficient manner. This role provides ongoing leadership and mentoring to staff, and oversees the smooth day-to-day operations of the house, and it is essential for the Coordinator to maintain confidentiality and professional boundaries. The TFT Amber House Program Coordinator operates 9:00am-4:30pm Monday to Friday, with evenings as needed. This position is also required to participate in the 24/7 on-call rotations throughout the year. We are part of the BCGEU and this position requires union membership.

Job Qualifications & Requirements

- 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, 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
- Understand dynamics of abuse and gender-based violence from a Feminist perspective
- Demonstrated ability to work effectively with diverse and marginalized populations
- Dedication to maintaining confidentiality and a high degree of professional boundaries
- Recruitment and supervisory skills, including coaching and conducting performance evaluations in conjunction with the program manager
- Knowledge of other community services and resources, to enable appropriate referrals
- Develop community relationships and liaise with community service agencies
- Basic computer literacy, including database programs
- Compile statistics and records management data
- Excellent communication skills, both oral and written
- Participate in the 24/7 on-call rotations throughout the year
- Valid Class 5 BC Drivers' License, and use of own vehicle for transportation
- Standard First Aid and BC Food Safe certifications
- A clear Police Criminal Record Check and Vulnerable Sector Screening

Given the nature of the services we provide, we take gender dynamics into consideration and are prioritizing applicants who can work effectively in a space dedicated to women and children who have experienced trauma and gender-based violence.

For a full Job Description please contact admin@pgefry.bc.ca

How to apply

To put forward your interest please specify the position title in subject line and ensure your cover letter clearly states:

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

Interested candidates may forward their cover letter and resume to:

Nancy Shorter, My Sister's Place Program Manager
1575-5th Ave
Prince George, BC
V2L 3L9

Email submissions: nancy@pgefry.bc.ca
Inquiries: 250-563-1113

The anticipated start date for this position is: ASAP
Applications will be accepted until 12pm February 28 2025

The society thanks all interested applicants, however only candidates selected for an interview will be contacted.