



Temporary Public Education Coordinator Position Advertisement

Full-time Temporary One-Year Maternity Leave Coverage | Monday to Friday | Some evenings and weekends required

At Odyssey House, our vision is to help women and children break free from the cycle of family violence. As a member of our team, you will help to ensure consistent implementation of agency policies and procedures and ensure all staff, residents, and clients are cared for.

Summary of Position

Reporting to the Director of Education and Engagement, the main objective of the Public Education Coordinator is to deliver programming around healthy relationships to the community, including schools and other programs. Responsibilities include working as a team member to support staff and volunteers, including, but not limited to, delivering presentations to professionals, students, and members of the community, as well as working trade shows and administrative work.

Responsibilities

- Seek out, participate and continue involvement in public educational sessions, awareness events, fundraising initiatives, and trade shows
- Maintain relationships and work with the relevant agencies/service providers for a collaborative approach to family violence and maintain a healthy, positive link with relevant agencies/service providers
- Initiate, create, and execute marketing campaigns and communication strategies to engage, educate and motivate identified target audiences
- Maintain and update websites for the organization, produce attractive and engaging social media campaigns, support the organization in the promotion of initiatives and events
- Assist with the recruitment, orientation, training, and placement of volunteers

Qualifications

The successful applicant will possess one or more of the following:

- Minimum high school education



- Two-year diploma in the Human Services/Social Work field; related education and experience may be considered
- Experience working with high-risk youth
- Experience with professional marketing, project management, volunteer program coordination, and website and social media management
- Proficiency with Microsoft Suite, Adobe, Canva, and other related software
- Proficiency with advertising methods on Facebook, Twitter, Instagram, YouTube, LinkedIn, TikTok, and other relevant social media and marketing platforms

Skills and Abilities

The successful applicant will possess the following:

- Experience in public speaking and ability to engage crowds, deliver impactful presentations and group facilitations
- Ability to plan and organize, implement and evaluate program activities
- Ability to engage crowds, deliver impactful presentations and group facilitations
- Knowledge of the social problems and dynamics of domestic violence and women's issues
- Knowledge of crisis intervention in family violence including intimate partner and child
- Strong knowledge of social service community agencies and protocols for referral
- Strong knowledge in the fields of suicide prevention, addictions and mental health
- Administration skills (computer operation, filing, statistical reporting)
- Strong understanding of community resources
- Ability to work independently and as part of a team

What We Offer

- Hourly wage ranges from \$25.40 - \$26.95 per hour
- Excellent employee benefits, including wellness days, sick days, and a pension plan with employer matching
- Employer-paid training opportunities



OdysseyHouse
Equality and Empowerment

PO Box 1395
Grande Prairie, AB
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24 Hour Crisis Line: 780-532-2672
Office: 780-538-1332

COVID-19 Vaccination

On October 14, 2021, Odyssey House implemented a COVID-19 Vaccination Policy. Current Odyssey House employees and employees hired after the implementation date of this Policy must be fully vaccinated against COVID-19 and provide proof of vaccination. Exemptions and accommodations are handled on a case-by-case basis.

The successful applicant will be required to submit the following documents and assume any associated costs as a condition of employment: Record Check, Child Intervention Record Check (C.Y.I.M), First Aid & CPR certification, and Suicide Prevention Training Program.

To apply, please visit our website at [Careers – Odyssey House Women's Shelter – Grande Prairie, AB](#).

While we sincerely thank all applicants who apply, only those selected for an interview will be contacted.