



Employment Opportunity for Community Education Program Lead

Who Are We?

The Jessica Martel Memorial Foundation (JMMF) is a not-for profit organization that works toward breaking the cycle of domestic violence through the actions of advocacy, awareness, community engagement, education, and safe housing. We operate Jessie's House (a 35 bed all-gender emergency shelter) and Eileen's Place (a 3-unit second stage transitional housing program). We are committed to creating inclusivity, diversity, and equity for our employees and the community we serve.

We offer competitive wages, a comprehensive benefit package, retirement savings program, and professional development opportunities. Visit www.jmmf.ca to learn more about who we are and what we do.

Employment Type: Full-Time (2 positions)
Work Hours: 35 hours/week. Monday to Friday with nights and weekends as needed.
Application Deadline: Jul 31, 2024
Start Date: August 2024

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Community Education Program Lead oversees the Gender-Based Violence (GBV) Education Initiative. This includes the design, development, and implementation of the Inspire Program for Boys and community education about GBV. The community Education Program Lead supports the Leadership Team in ensuring the organization's consistent achievement of its mission and organizational priorities. The Community Education Program Lead reports to the Deputy Director and supervises the Community Education Program Facilitator.

The Community Education Program Lead must operate from a trauma-informed, decolonial, harm reduction, and anti-oppressive mode of practice. You will participate in the team's efforts to further develop and enhance services of an ever-expanding organization.

General

- The Community Education Program Lead will develop the new GBV Community Education Program at JMMF. This program offers community education about gender-based violence, with a focus on men and boys. This information is intended to shift perspectives on gender norms, gender roles, toxic masculinity, and healthy relationships.
- Develop and deliver public workshops about gender-based violence, family violence, and bullying.
- Develop and deliver the Inspire Program for Boys, based on the award-winning Inspire Program for Girls.



- Regularly review and update workshops, labs, and training materials to ensure a strong EDI lens, applying universal design principles.
- Ensure programming meets or exceeds best practices and standards for program delivery.
- Work collaboratively with co-workers, agencies, and service groups to expand the breadth and depth of education topics.
- Work collaboratively with our team to create an empowering, welcoming, and accepting environment to support individuals and families.
- Work collaboratively with School Administration and staff.
- Maintain a high degree of safety, security, and confidentiality at all times.
- Support co-workers in the implementation of all other programs, as requested by the Deputy Director and Executive Director.
- Maintain accurate reporting data including statistics and evaluations, submit monthly reports as requested.

Management

- Supervise the Community Education Program Facilitator.
- Provide mentorship to Inspire Program staff.
- Monitor and manage the program budget.
- Procure and purchase supplies as required.

Administration

- Maintain a professional working relationship with all agencies, service groups, the public at large, residential, and non-residential clients, co-workers, and the Leadership Team.
- Attend staff meetings and training workshops at the request of the Leadership Team.
- Identify training needs and workshop needs.
- Perform other related work as assigned by the Leadership Team.

Public Education and Community Awareness

- Develop and deliver presentations about gender-based violence and toxic masculinity to community agencies, service groups, schools, and the public.
- Facilitate Men's Group one evening/month.
- Establish and co-chair the GBV Collaborative Committee.
- Identify and report to the Leadership Team any needed materials or resources.
- Organize and promote cultural events such as (not limited to) the Moose Hide Campaign, Pride Month, Indigenous Peoples Day, Eid; both to community members as well as for the clients at Jessie's House.
- Assist Research Analyst Consultant with parameters for evaluating project.

Inspire Program

- Develop curriculum for the Inspire Program for Boys, working in collaboration with Inspire Program for Girls facilitators.
- Nurture relationships with educational and administrative staff at school.
- Establish contact with family of program participants, facilitating relationship with parents and school.



- Schedule sessions, book special speakers, arrange field trips, and lead the planning of the Inspire Graduation (includes Inspire Program for Boys and Inspire Program for Girls).
- Assist program participants with selecting mentor, family or otherwise.
- Create content for the School GBV Program Manual, based on curriculum developed for Inspire Program for Boys.
- Working with the Strategic Relationships Advisor, provide input to Designer for final print copy of manual.

The Community Education Program Lead will also complete all other duties as assigned by the Deputy Director and Executive Director, including providing relief support to the rest of the shelter team where required.

QUALIFICATIONS & EXPERIENCE

- Significant experience running programming for boys (5+ years), such as WiseGuyz, Heroes, or Leading Change for Men and Boys. This is mandatory.
- Preference will be given to candidates who identify as male and have experience working in rural and/or remote communities.
- Registered Social Work Diploma, or post-secondary education in related field. Post-Secondary Diploma (with current registration, if required).
- Experience working with diverse people and knowledge of Indigenous history, and culture.
- Demonstrated ability to work in a fast-paced team environment, with many interruptions.
- Competent computer skills, excellent verbal, written and interpersonal skills.
- Demonstrated ability to handle emergency situations, conflict resolution, and harm reduction behaviors.
- Demonstrated ability to work independently with minimal supervision.
- Experience working with diverse and multi-cultural community agencies.
- Understanding of trauma-informed care and client-centered approaches.
- Criminal Record Check.
- Children's Services Intervention Check.
- Valid First Aid/CPR Certificate.
- Valid Driver's License, current Driver's Abstract.

WORK CONDITIONS

- Requirement to work in a busy, noisy environment with many interruptions.
- Physical requirements include moving furniture, bending, reaching, lifting objects, navigating stairs.
- Hybrid – working remotely and from the office in Morinville.

What JMMF Offers

- Competitive salary commensurate with experience, education, and accreditations.
- Health and Wellness benefits package for staff and dependents.
- RRSP matching.
- Generous paid vacation, general holidays, and wellness days.
- A work culture that values and celebrates diversity, equity, inclusion, collaboration, and empowerment.



- Strong focus on staff wellness and work-life balance.
- Hybrid work environment.

How to Apply?

Send a current resume and cover letter to hr@jmmf.ca Include 2 professional references and/or letters of recommendation. The Jessica Memorial Foundation thanks all interested applications, but only those selected for an interview will be contacted.