JOB TITLE: UVSS AVP Program Assistant

DEPARTMENT NAME: University of Victoria Students' Society, Anti-Violence Project

CONTACT NAME: Elaine Balogun

JOB DESCRIPTION:

The Anti-Violence Project (AVP) is the on-campus sexual assault centre at the University of Victoria committed to addressing and ending gender-based and sexualized violence on campus and beyond. The AVP Program Assistant will collaborate with staff in running the AVP Volunteer Training and Advisory Collective and completing other projects as they arise (e.g. writing blog posts). The AVP Program Assistant may design their own projects in collaboration with AVP staff depending on organizational capacity. This position will also support the AVP team with some administrative and internal office duties, such as photocopying, office organization, research, and resource gathering/building. Duties can be adjusted to accommodate remote work.

QUALIFICATIONS:

The AVP Program Assistant will have a strong anti-oppressive intersectional analysis of issues related to gender-based violence and sexualized violence. They must be able to work independently and as part of a team of paid and volunteer staff. The ideal candidate will be organized, self-motivated, creative and have excellent time/project management skills. We will make every attempt to work with you in making this position accessible if you are a successful applicant. Please reach out if you have any questions or concerns about accessibility needs in fulfilling this role.

In support of employment equity and in order to increase our relevancy and diversity of skills, knowledge and experience, AVP strongly encourages people of colour, persons with disabilities, Indigenous, Black, queer, and transgender students to apply and will give hiring preference to qualified applicants who self-identify as being from marginalized communities and groups who face systemic barriers to employment. Applicants who wish to do so may self-identify in their cover letter.

JOB LOCATION ON-CAMPUS: Anti-Violence Project: Student Union Building B027

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 200

HOW TO APPLY: Cover Letter and Resume community@antiviolen ceproject.org

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php