

Job ID: 43095

Sexual Violence Resource Centre Program & Office Assistant

University of Manitoba - Student Affairs/Student Support

Job Posting Information

Position Type:	Contract/Term Employment
Job Title:	Sexual Violence Resource Centre Program & Office Assistant
Job Location:	537 UMSU University Centre
Job Description:	<p>Sexual Violence Resource Centre Program & Office Assistant</p> <p>The individual must fit the criteria to be an excluded student (registered as a fulltime student with at least a 60% course load).</p> <p>Fall/Winter term work schedule: 8:30 am - 4:30 pm, 10-12 hours per week; occasional evening and weekend work may be necessary</p> <p>Position Summary:</p> <p>The Sexual Violence Resource Centre at the University of Manitoba is seeking a Program & Office Assistant to assist in delivering high-quality educational and support services to the University of Manitoba community. This position reports to the Sexual Violence Resource Centre Coordinator and will assist in general reception and office activities, as well as program outreach, educational initiatives and program development.</p> <p>The Sexual Violence Resource Centre provides education and programming on sexual violence prevention and response to the University of Manitoba community as well as support, resources, information and referral services for</p>

any student, faculty or staff member who has been affected by sexual violence. Services are confidential, survivor-centered, trauma-informed, and special focus is taken on collaborating with student groups and other university units in order to address the issue of sexual violence for the University of Manitoba community.

Responsibilities of the SVRC Program & Office Assistant:

Assist in the provision of reception services at the SVRC; this includes responding to inquiries regarding the Centre, providing information on Centre services, referring clients to Centre services & staff, providing information on university and external resources, etc.

Participate and assist in the coordination of SVRC outreach initiatives, including but not limited to social media posts, tabling, poster, campus events, presentations

Assist in the coordination and delivery of educational activities, including room bookings, registration, promotion, preparation, facilitation, etc.

Research numerous related topics including but not limited to sexual violence campus prevention best practices, current trends, policies, evaluation and measurement. and wellness best practices and consult with Health & Wellness Educator in creation of health and wellness materials, programming, workshops and presentations on campus

Provide general office and administrative support, including preparation of packages, printing, clerical support, editing, resource preparation, etc.

Other related duties as assigned

Qualifications:

Current Undergraduate or Graduate student in a relevant degree program (example:

Community Health, Women's & Gender Studies, Social Work etc.) & related experience

and skills

Successful completion of at least 30 credit hours of University study with a minimum cumulative GPA of 3.0 is required

Working knowledge of trauma-informed practice, intersectionality, harm reduction, and best practices in sexual violence disclosure response are strong assets

Required skills include:

communication & time management abilities;
comfort & skills in providing verbal presentations & interacting with diverse members of the University of Manitoba community

excellent organizational skills and reliability;
the ability to work effectively and collaboratively in a team environment;

self-initiating, self-motivated and self-directive with the ability to work independently and take initiative;

able to manage multiple demands;
thorough working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)

Assets for this position include:

Knowledge and experience in providing survivor-centered and/or trauma informed social services

Knowledge and experience in providing reception services in a social service atmosphere

Working knowledge of diverse social media platforms and related best practices

Knowledge and understanding of intersectionality & its impact on the experience of those who experience sexual violence

Experience in event planning & social services outreach activities

Experience in sexual violence education, prevention initiatives, and related research

Knowledge of and comfort with sexual health promotion and related topics and mental health promotion and related topics;

	<p>Bre Woligroski Sexual Violence Resource Centre Coordinator University of Manitoba Room 537 University Centre Winnipeg, MB R3T 2N2 Tel: 204.474.6858 Email: bre.woligroski@umanitoba.ca</p>
<p>Job Requirements:</p>	<p><i>Sexual Violence Resource Centre Program & Office Assistant</i></p> <p>The individual must fit the criteria to be an excluded student (registered as a fulltime student with at least a 60% course load).</p> <p>Fall/Winter term work schedule: 8:30 am - 4:30 pm, 10-12 hours per week; occasional evening and weekend work may be necessary</p> <p>Position Summary:</p> <p>The Sexual Violence Resource Centre at the University of Manitoba is seeking a <i>Program & Office Assistant</i> to assist in delivering high-quality educational and support services to the University of Manitoba community. This position reports to the Sexual Violence Resource Centre Coordinator and will assist in general reception and office activities, as well as program outreach, educational initiatives and program development.</p> <p>The Sexual Violence Resource Centre provides education and programming on sexual violence prevention and response to the University of Manitoba community as well as support, resources, information and referral services for any student, faculty or staff member who has been affected by sexual violence. Services are confidential, survivor-centered, trauma-informed, and special focus is taken on collaborating with student groups and other university units in order to address the issue of</p>

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	<ul style="list-style-type: none"> ○ Experience in event planning & social services outreach activities ○ Experience in sexual violence education, prevention initiatives, and related research ○ Knowledge of and comfort with sexual health promotion and related topics and mental health promotion and related topics; <p>Bre Woligroski Sexual Violence Resource Centre Coordinator University of Manitoba Room 537 University Centre Winnipeg, MB R3T 2N2 Tel: 204.474.6858 Email: bre.woligroski@umanitoba.ca</p>
Salary:	\$17.50 + 6% vacation pay = \$18.55 per hour
Hours Per Week:	10-15hrs
Term Posted:	Indefinite
Location Type:	On-Campus

Application Information

Application Deadline:	Sep 17, 2020 11:59:00 PM
Application Procedure:	Employer Email
If by Email, send to:	bre.woligroski@umanitoba.ca

Additional Application Information:	A completed application would include a covering letter, resume, and screen shot of your GPA from Aurora.
Application Documents Required:	Cover Letter, Resume, Transcript

Company Info

Organization:	University of Manitoba
Division / Department:	Student Affairs/Student Support
Salutation:	Ms.
Job Contact First Name:	Angel
Job Contact Last Name:	Therrien
Contact Title:	Assistant to the Executive Director, Student Support
Phone:	(204)474-6807
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City:	Winnipeg

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