



## **JOB POSTING**

Title: **Gender-Based Violence Prevention (GBVP) Project Delivery Support**

Reports to: **Manager GBVP Project**

Position Status: **Part Time**

Salary: **\$16/hour, 17.5 hours/week**

Start Date: **May 1<sup>st</sup>, 2018**

Office Location: **YMCA Centre for Immigrant Programs, 7071 Bayer's Road Halifax, NS Unit 104**

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Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development. We are looking for highly organized and self-directed individual with excellent attention to detail skills to join our gender-based violence prevention program team.

### **The YMCA Experience**

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

### **Position Summary**

This position will work closely with, and under the supervision of, the GBVP Manager to support the logistics of promoting YMCA resources and educating about gender-based violence prevention at YMCA and community sites across the province. This role will focus on administrative organization, programming logistics, reporting, and presentation development.

### **Qualifications & Competencies**

- Strong administration and organizational skills and the ability to manage multiple, competing deadlines and tasks
- An understanding of, and experience with, cross-cultural issues and how they relate to settlement and integration for newcomers to Canada
- Awareness of gender-based violence issues, resources and approaches
- Ability to work independently and require minimal supervision to complete tasks
- Demonstrated ability to work effectively, and supportively, within a team environment
- Able to present information clearly and concisely
- Experience working in an office environment and/or support position
- Positive and effective interpersonal skills
- Experience with Word, Excel and PowerPoint
- Demonstrated discretion and sound judgement in the handling of confidential information
  - **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid Standard First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**

### **Apply Today**

Please email your cover letter and resume in one document to [kathryn.bateskhan@halifax.ymca.ca](mailto:kathryn.bateskhan@halifax.ymca.ca) by **April 17<sup>th</sup>, 2018**.

We look forward to hearing from you!

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.*