



Sex Information & Education Council of Canada
Conseil d'information & d'éducation sexuelles du Canada

Project Coordinator – Gender-Based Violence Prevention in Sexual Health Education (part-time, contract)

Position start date: February 28, 2022

The Sex Information and Education Council of Canada (SIECCAN) is a registered not-for-profit charitable organization that was formed in 1964. SIECCAN works with educators, health professionals, community organizations, governments, and other partners to promote the sexual and reproductive health of people in Canada. A core objective of SIECCAN is to increase the capacity of educators and institutions that deliver education and healthcare to provide comprehensive sexual health education.

SIECCAN is currently launching the Preventing Gender-Based Violence: Developing and Implementing Effective Sexual Health Education Policy and Practice project. This project is funded by Women and Gender Equality Canada.

The overarching goals of this project are to develop, produce, and disseminate Sexual Health Education Gender-Based Violence (GBV) Prevention Policy Guidelines and Sexual Health Education GBV Prevention Benchmarks to inform and guide current best practices to better incorporate gender-based violence prevention in to school-based sexual health education. We are committed to incorporating gender and sexual health equity, anti-oppressive, and anti-racism frameworks, and Indigenous cultural safety approaches into the project.

Position Summary

As part of the project team, the Gender-Based Violence Prevention in Sexual Health Education Coordinator is responsible for assisting in the development, implementation, and evaluation of all project activities and materials. The coordinator will help implement an online consultation, conduct literature reviews, and assist with the creation, review and dissemination of project materials.

Responsibilities

- Conduct literature reviews/scans related to GBV prevention and sexual health education.
- Help implement an online consultation of Canadian policy and program decision-makers and educators regarding GBV prevention education.

- Assist with qualitative and statistical analysis and interpretation of consultation data; summarize findings (e.g., write reports, create presentations, develop educational materials such as fact sheets or infographics).
- Develop project documents (e.g., summary reports, policy guidelines, benchmark documents).
- Identify and evaluate educational materials to add to SIECCAN's Sexual Health Education Promising Practices Portal.
- Liaise with project partners and stakeholders.
- Travel within Canada for meetings and conferences (two or three times per year).

Qualifications

- Completed Master's Degree in Gender Studies, Psychology, Sociology, Education or relevant field or an equivalent combination of education, training, and experience.
- Minimum two (2) years of research and writing experience, which may include: proposals, research studies, literature reviews, best practice guidelines/documents, policy and position papers, and/or other relevant educational materials.
- Demonstrated knowledge of the following areas: 1) Gender-based violence prevention research and programming; 2) Sexual health education research and best-practices.
- Proficiency with statistical software (e.g., SPSS) for data cleaning and analysis.
- Excellent time management and organizational skills including the ability to prioritize project activities and meet deadlines.
- Excellent communication and interpersonal skills for collaborative work and development/delivery of written materials.
- Must be comfortable working independently in a virtual environment (e.g., online meetings, remote work).
- Computer skills including experience in Microsoft Office suite (Word, Excel, Powerpoint).
- Fluency in the French language is considered an asset.

Location

Applications will be accepted from persons living anywhere in Canada. This position will require the person to work remotely as office space is not provided.

Terms and Wage

- One year contract with a possibility of extension
- Part-time (20 hours per week)
- \$31.25/hour plus extended health and dental benefits package and RRSP pension contribution

SIECCAN is committed to striving for employment equity. Accordingly, we encourage application from members of groups with historical and/or current barriers to equity. We strongly encourage applications from Indigenous Peoples in Canada, members of racialized communities, persons with disabilities, and 2SLGBTQINA+ individuals. SIECCAN acknowledges that not everyone is able to publicly disclose these identities, and this role does not expect that employees will disclose in the course of their work.

Application deadline: January 28, 2022

Interviews will be conducted online via Zoom and/or phone calls during the week of February 7-11, 2022. We will make every effort to accommodate applicants' schedules and needs in all parts of the hiring process.

Application Procedure

Applications should include a curriculum vitae or resume and a cover letter outlining your applicable skills and experience. Please provide contact information for two persons who can attest to your skills and suitability for the position at the final stage of the application process. Applicants contacted for an interview may be asked to provide an example of their written work.

Applications should be sent by email to alex@sieccan.org with GBV COORDINATOR APPLICATION in the subject line and addressed to:

Alex McKay, Ph.D.
Executive Director
Sex Information & Education Council of Canada (SIECCAN)

Thank you to all applicants, however, only those selected for an interview will be contacted.