



Employment Opportunity: Women's Program Coordinator

Wahbung Abinoonjjiag is a domestic violence prevention, crisis and healing center, established in 1994 to empower children and their families to end the cycle of violence. Wahbung Abinoonjjiag "Children of Tomorrow" is an Indigenous organization, providing opportunities for holistic healing through culturally relevant teachings, programs, advocacy and counselling.

Background:

Under the general direction of and reporting directly to the Manager of Programs the Women's Program Coordinator is responsible for the planning, implementation and coordination of the Women's Program. The Women's Program Coordinator will provide support, guidance and resources to women-identifying individuals and will have the ability to work independently and within a team setting, while building successful working relationships with participant families, community partners and sister organizations, maintaining the integrity, philosophy and values of the organization.

Roles and Responsibilities:

Program Development and Coordination

- Responsible for the planning, implementation and coordination of women's programming to fulfil the objectives of the project;
- Administrative duties, as required including: preparation of monthly reports, maintaining case management files, data/statistic logs and meeting the objectives of the reporting requirements;
- Work collaboratively and build respectful and effective relationships with other staff, volunteers and families;
- Responsible for attending all meetings pertaining to the program and position (including community coalitions/committees, as directed), assisting with the facilitation of community council meetings and community engagement activities;
- Provide leadership and organizational support for special events, meetings and external events in centre; and,
- Facilitate and develop program plans for weekly programming (women's circle and Healing and Harm Reduction program) and domestic violence awareness workshop series;

Participant Support

- Intake and participant-centred family assessments and monitoring family's progress in the program;
- Provide women who have left abusive relationships with one-on-one support, education and community resources and referrals;
- Provide counselling, mentorship and support to families who have witnessed family violence;
- Role model effective communication and parenting skills and promote the use of traditional family values; and,
- Provide crisis intervention, safety planning, support to access resources and advocacy for participants on an individualized basis in person, or remotely through phone or online;



Wahbung Abinoonjiiag Inc. | Children of Tomorrow

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Website: www.wahbung.org | Social Media: [@wahbung225](#)   

Qualifications:

Required:

- Acceptable combination of education and work experience related to the position, degree, certification and/or relevant life experience considered an asset;
- Knowledge and experience with coordination and facilitation of community engagement programming;
- Experience with case management, advocacy and mentorship;
- Proven knowledge and ability in critical thinking, decision-making, problem-solving and conflict resolution skills;
- Patient, non-judgmental and welcoming with demonstrated capacity to effectively support and build positive relationships with community members facing multiple barriers;
- Proven ability to work within a team environment with respect, professionalism, cooperation, sensitivity and cultural awareness;
- Innovative and creative in order to respond effectively to evolving community and organizational needs;
- Strong verbal and written communication skills;
- Excellent organizational, leadership and time management skills; and,
- **Valid driver's license and the ability to travel is a requirement.**

Preferred:

- **Lived experience of overcoming family violence, poverty and/or marginalization strongly preferred**
- Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous children and families;
- Experience working with and counselling women and families who have experienced or witnessed domestic violence;
- Experience working in community-based organizations, family resource centres within the inner city and/or Indigenous communities in a not-for-profit setting;

Salary: Contingent on experience/qualifications; health benefits after 3 months

Hours of Work: 37.5 hours per week until March 31, 2024. Must be available days, as well as occasional evenings and weekends.

Deadline to Apply:

Tuesday September 26, 2023, at 4pm

Please send your resume and cover letter (clearly identifying which position title you are apply for) to:

Wahbung Abinoonjiiag Inc.

Attention: Selection Committee

Email: info@wahbung.org

Preference will be given to individuals that self-identify as Indigenous. The successful candidate will be subject to provide a current criminal record and child abuse registry check. Wahbung Abinoonjiiag Inc. would like to thank all applicants for their interest; only those selected for an interview will be contacted.