



JOB POSTING

Public Educator

Part-Time, Temporary

(Application Deadline: 2023-01-05)

General Information

This position reports directly to the Director of Justice, Research and Outreach (“Director, JRO”).

Saffron Centre Ltd is a non-profit charitable organization offering specialized, trauma-informed support services to survivors of sexual violence and those who directly support them. Our services include a comprehensive range of counselling services, a highly reputable public education program, and a specialized police and court support service. Our Public Education program includes staff and students with a variety of backgrounds, including Criminology, Political Science, and Social Work. Our educators deliver presentations to children as young as 5 years old, with content spanning the entire school system and a range of professional/caregiver workshops. Our most popular content revolves around internet safety and healthy relationships. We are proud to contribute to the culture of sexual violence prevention through our educational programming.

Responsibilities

Public Education

- Conduct outreach to businesses and community agencies in Strathcona County to promote public awareness and educational programming.
- Plan and deliver presentations and workshops both in-person and virtually, to all ages.
- Collaborate with the Public Education Team to address any inquiries about the Public Education program in a timely manner.
- Conduct research relating to the development of new content for the Public Education program.
- As may be required, participate in and provide support for Saffron Centre events/activities including workshops, fundraising events, general operations or administration, interagency meetings, community awareness activities, etc.

Administrative Duties

- Book presentations and workshops in accordance with the Organization’s Public Education Agreement.
- Work with Executive Assistant to organize invoicing for mileage, accommodations, and donations paid by the booking agency.
- Maintain a monthly collection of statistics on the Public Education program and complete all monthly, quarterly, and annual reporting requests from the Director, JRO.

Skills and Abilities

- Demonstrated comfort and professionalism speaking about sensitive topics to large groups of people, including children, youth, and adults.
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- Excellent interpersonal skills and ability to build positive rapport on both an individual and group level quickly.
- Self-motivation and the capacity to work well independently.
- Strong professional oral and written communications skillset.
- Comfortable driving in all conditions.
- Passion for sexual violence advocacy and a desire to lower barriers to access for those who have experienced sexual violence.

Qualifications and Competencies

- Working toward a degree in Education, Social Work, Psychology, or a related discipline, or a diploma with relevant experience.
- Valid class 5 driver's license, a personal vehicle, and valid liability insurance.
- Prior paid or unpaid public speaking experience.
- Clear Criminal Record and Vulnerable Sector Check.
- Clear Child Intervention Record Check from Children's Services Alberta.
- A signed Oath of Confidentiality is required to work, volunteer, or complete a practicum at the Organization.
- Suicide Intervention Training is an asset.
- Mental Health First Aid is an asset.
- Proficiency in Microsoft 365 is an asset.

Work Hours, Salary, and Benefits

This is a temporary part-time position working 15-20 hours per week with a possibility of additional hours. Work hours vary and include daytime and evening presentations. Occasional weekends may be required. Evening flexibility is a must. Compensation ranges from \$19-\$21 per hour. Benefits of working at Saffron include the following:

- Our counselling, public education, administrative, and police and court teams take a unified approach to our work, always treating clients and each other with respect, integrity, and responsibility. We take care to be mindful of privilege, micro-aggression, and holistic services.
- Our JRO team meets regularly to share skills, ideas, and resources. We value collaboration and teamwork within our agency.
- Offices are fully furnished and well-equipped with all tools and technology needed to work in this position.
- We offer paid education days and professional development funding.
- Staff who travel for work are eligible for pre-approved mileage reimbursement.
- In addition to a vacation allotment, Saffron provides one paid week of vacation during the Christmas holiday season each year to allow our team time for family and rest.