

## **Job posting – WPF 2.0 Restart Coordinators: Event and Pilot Program Coordinator**

Would you like to help children live, learn, lead, and play in safe and responsive communities? Would you like to work with people who prioritize kindness, respect, and cooperation in their day?

WITS Programs Foundation (WPF) offers Canada’s national bullying-prevention programs - WITS (in English) & *DIRE (en français)* and organizes activities for Pink Shirt Day Canada. We are building a team to complete an organizational enhancement project that includes adaptations due to COVID19.

This team (the Transition Manager + 4 coordinators) will oversee **WPF 2.0 – Restart**. Working with WPF staff, subject matter experts, contractors and volunteers, the team will help WPF reach more children and provide them with the tools and confidence to end bullying.

The WITS Programs Foundation mission is “to create capacity in communities to promote safety and healthy relationships,” and that includes our hiring processes. We are an equal opportunity employer; we particularly invite people who are Indigenous, francophone, persons with a disability, or refugees or immigrants to apply. The ideal candidates have a passion for kindness, are self-motivated, and are eager to learn. If you require accommodation at any stage of the application process, please let us know.

**Term:** December 14, 2020 to August 20, 2021

**Location:** Team members may work from home (support is available for creating an appropriate home work space) and, as required, in the WITS Programs Foundation office at 398 Fraser Street in Esquimalt. Policies and protocols regarding COVID19 are in place.

### **All positions will gain the following experience and learning:**

- Peer-based anti-bullying programs, program development and evaluation
- Customer and partnership development
- Customer relationship management systems
- On-line event management
- Communications: branding, marketing, website design in WordPress
- Remote video training
- Project planning and management
- Plus, courses in inclusion and diversity

### **The Event and Pilot Program Development Coordinator**

This position offers additional experience with

- research and development of online campaigns and events, including the 2021 Pink Shirt Day Canada campaign and related events,
- web site content development and implementation,
- partnership development and social media,
- some experience with customer support by assisting the Program Awareness Representative

## **JOB DESCRIPTION**

This position will help create, from the ground up, online live and recorded video events. These events include presentations from Canada's co-founder of Pink Shirt Day and training & promotional videos for the nationally recognized WITS anti-bullying programs. In addition, the position will research and recommend potential partners and contributors to these initiatives.

### ***Duties:***

- On-line event organization,
- Production and promotion,
- Event partnership development,
- Pilot program planning, implementation and evaluation,
- Reporting and record keeping,
- Writing protocols for future use of systems developed,
- Provides assistance to the Program Awareness Representative.

### ***Requirements:***

- Participants must be able to speak and understand English as translation services may not be available.
- Intermediate computer skills are required. Some experience with cloud-based systems such as Google Drive is beneficial.

## **TO APPLY**

Email your resume to Shannon Whissell [communications@witsprogram.ca](mailto:communications@witsprogram.ca) with the subject "Event and Pilot Program Coordinator." Instead of a cover letter, please include a brief self-introduction in the body of your email.

### **IMPORTANT:**

**Applications require referral through a WorkBC centre.**  
**Applications should be submitted no later than December 1, 2020**  
**Applicants must be legally entitled to work in Canada**

Any questions the WPF office receives about this opportunity will be answered online at [witsprogram.ca/jcp](http://witsprogram.ca/jcp).

## **NOC CODE**

1226 – Conference and event planners



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