

## **Job posting – WPF 2.0 Restart Coordinators: Program Awareness Representative**

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 **Program Awareness Representative** will also build experience with

- direct client support for school personnel,
- developing community partnerships,
- translating customer feedback into implementable changes,
- managing the development of training videos,
- helping develop policies and procedures for excellent customer support,
- some experience with Customer Relationship Management systems through supporting the Customer Experience Coordinator.

## **JOB DESCRIPTION**

This position will be responsible for helping create new content that allows the society to engage teachers and schools during COVID19, and for organizing schools for video presentations, training and other engagement within the terms of this project. They will also be responsible for coordinating volunteer advisors and for evaluations utilized to make improvements to these initiatives.

### ***Duties:***

- Coordination and lead on school engagement;
- Research and development of training course content, pricing and messaging;
- Training in video development and advisory committee coordination.
- Develop, implement & report using questionnaires for evaluation of initiatives created in this project.
- Provides assistance to the Event and Pilot Project Coordinator and Customer Experience Coordinator.

### ***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 "Program Awareness Representative." 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**

5131 – Producers, directors, choreographers and related occupations



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