



JOB DESCRIPTION

Position Title:	Indigenous Programs Coordinator
Reports to:	Executive Director
Hours of work:	32 hours a week Monday – Thursday between the hours of 8:45 am to 4:45 pm
Location:	Victoria, BC and supporting remote locations
Term:	Permanent, full-time
Salary:	\$55,000 to \$60,000 per year

Bridges has been providing life-change through our healing, education, and employment programs since 1988. Our services are open to all women (transgender and cisgender), non-binary, and two-spirit people who identify as a part of the women's community and who have been impacted by violence or trauma at any time in their lives. We aim to support those coming to our programs reclaim their voices and personal autonomy, as they learn to achieve financial independence and security in rebuilding their lives.

We acknowledge with respect the traditional territories on which Bridges for Women is located are the lands of the Lekwungen peoples (Esquimalt and Songhees nations). We also offer programs and services in the territories of the WSÁNEĆ (Pauquachin, Tsartlip, Tsawout, and Tseycum nations), Malahat (Mill Bay), Pacheedaht (Port Renfrew), Scia'new (Beecher Bay), and T'Sou-ke (Sooke) peoples. We also deliver online programs in the traditional territories of the Kwakwa'wakw, Nuu-chah-nulth and Coast Salish peoples.

Position Summary:

Reporting to the Executive Director the Indigenous Programs Coordinator will provide leadership and support in the planning, promotion, implementation, and evaluation of Indigenous Programs. The Indigenous Programs Coordinator will embody professionalism, collaboration, strategic thinking and superb management skills. With a grounded understanding of Indigenous ways of knowing and being, this individual brings experience and an understanding of issues and priorities for Indigenous women including members of the Metis nation, Inuit and First Nations women.

Part of an interdisciplinary team, the Indigenous Programs Coordinator is key in working with other Bridges staff in the continued growth of the organization to ensure it meets the needs of the community.

The Indigenous Programs Coordinator's key responsibilities include the following areas and may be revised based on the Society's needs:

Responsibilities:**Program Coordination:**

- Coordinates the planning, promotion, implementation, and evaluation of the Indigenous Programs
- Initiates and sets goals for programs according to the strategic objectives of the organization
- Ensures operations are consistent with regulatory guidelines and internal processes
- Ensures data and client information is recorded in relevant databases according to funding requirements and organizational policy.
- Completes reporting requirements to meet deadlines as outlined in funding contracts and as requested by the Executive Director
- Responsible for developing client service forecasts on an annual and quarterly basis to allow for budget and revenue forecasting and reporting
- Participates in the development of the annual budget for Indigenous Programs
- Monitors annual Program budget, with regular reporting to Executive Director as required
- Works in partnership with local First Nation's Employment and Health Departments to deliver in community services upon request
- Develops and maintains effective stakeholder partnerships that support and enhance Program delivery

Staff Supervision:

- Supervises program staff in the delivery of services, including leave and performance management, training and development planning, issues management and day to day supervision
- Oversees the recruitment and selection of staff for the program department
- Completes the onboarding process with new team members including orientation to organizational culture, policies, and processes
- Conducts reviews with program staff; sets goals with each team member and meets with staff on a regular basis to review staff's alignment with their annual review
- Provides coaching and support to encourage growth and engagement with staff; works within agency guidelines to develop individual employee plans

Program Facilitation and Curriculum Development:

- Oversees and participates as needed in the facilitation of virtual (synchronous and asynchronous) and in-person group workshops on personal development, trauma recovery and employment related topics
- Coordinates the planning, review and delivery of curriculum focused on trauma recovery with an emphasis on cultural safety, resource building and strengthening resilience

- Engages local employers, community agencies and community members as guest speakers on topics such as the local labour market, entrepreneurship, education, career mentoring, volunteerism, cultural arts and craft activities, and more
- Organizes and coordinates classroom learning
- Collaborates with a multidisciplinary staff team on case conferencing, hiring committees, project development and curriculum writing
- Other duties as assigned within the scope of the role.

Education and Experience:

- Bachelor degree in social work, counselling psychology, education, or a relevant combination of experience and education in a related field will be considered
- A minimum of 3 years of recent related experience in a multi-service, community based non-profit organization serving vulnerable populations
- Experience supervising a team in a social service, client-focused environment including hiring, recruiting, managing, developing, coaching and performance management
- Experience with program design, delivery, evaluation, and continuous enhancement including intake, assessment, crisis intervention and safety planning
- Lived experience as a member of an Indigenous community, strongly preferred
- Experience with trauma-informed counselling approaches such as, person-centered, mindfulness, cognitive behavioral therapy, narrative therapy, somatic experiencing, integrative mind/body/spirit approaches, and career and life planning.
- Experience facilitating psycho-educational and employment training workshops
- Excellent computer skills with proficiency in MS Office applications including maintaining confidential client databases and client files
- Community engagement and relationship management experience
- First Aid and CPR certification required (training will be provided, if not current)

Knowledge, Skills & Abilities:

- A strong belief in Bridges for Women Society's mission and core values
- Knowledge of Indigenous ways of knowing, cultural competency, and decolonizing practices including the culture and protocol of Lekwungen-speaking and WSANEC peoples
- Knowledge of violence, abuse, and poverty and how they affect women's economic status, employability and ability to learn
- Demonstrated understanding of issues specific to Indigenous women such as intergenerational impacts of residential schools, colonization, discrimination, and isolation
- Ability to build supportive, compassionate working relationships with people from diverse backgrounds
- Demonstrated ability to work in a collaborative and multidisciplinary team environment

- Demonstrated skills in community engagement and relationship building practices
- Demonstrated conflict management and conflict resolution skills
- Excellent communication both written and verbal through phone calls, emails, in person and online meetings
- Understanding the importance of confidentiality and the privacy and protection of personal information and the sensitive nature of the Society's work
- A drivers abstract and access to a reliable vehicle is preferred

Additional Note: A vulnerable sector criminal record check is a requirement for this position.

We aim to have the Bridges staff team reflect the participants we serve. We encourage self-identified women, non-binary people, and two-spirit people who identify with the women's community to join our team. We value diversity and lived experience, and (enthusiastically) welcome applicants who identify as Indigenous, racialized, a person with a disability, and/or a member of the LGBTQ+ community