



## JOB DESCRIPTION

<b>Position Title:</b>	Indigenous Programs Coordinator
<b>Reports to:</b>	Executive Director
<b>Hours of work:</b>	32 hours a week Monday – Thursday between the hours of 8:30 am to 5:00 pm
<b>Location:</b>	Victoria, BC and supporting remote locations
<b>Term:</b>	Permanent, full-time
<b>Salary:</b>	\$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 BIPOC (transgender and cisgender), non-binary, and two-spirit individuals 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 strive to empower participants to reclaim their voices and personal autonomy, while working towards financial independence and security as they rebuild their lives.

We respectfully acknowledge that the land on which Bridges for Women is located is the traditional territories of the Ləkʷəŋən peoples (Esquimalt and Songhees nations). Our programs and services are also offered 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. Additionally, we provide online programs in the traditional territories of the Kwakwaka’wakw, Nuu-chah-nulth and Coast Salish peoples.

### **Position Summary:**

Reporting to the Executive Director, the Indigenous Programs Coordinator provides leadership and support in the planning, promotion, implementation, and evaluation of Indigenous Programs. The Coordinator will embody professionalism, collaboration, and strategic thinking, offering support and guidance to team members. With a grounded understanding of Indigenous ways of knowing and being, the Coordinator brings significant experience, and insight into the issues and priorities faced by Indigenous women

Working as part of the interdisciplinary team, the Indigenous Programs Coordinator will collaborate with Bridges staff to support the continued growth of the organization ensuring 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:**

- Leads 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 programs operate in compliance with regulatory guidelines and internal procedures.
- Ensures data and client information are recorded in relevant databases according to funding requirements and organizational policy.
- Completes and submits all required reports, meeting deadlines as outlined in funding contracts or requested by the Executive Director.
- Participates in the development of the Indigenous Programs annual budget and monitors expenditures, providing regular revenue forecasting and reporting to the Executive Director.
- Builds and maintains effective stakeholder relationships to enhance program delivery.

### **Staff Supervision:**

- Supervises and supports program staff in service delivery, including managing leave, performance evaluations and professional development planning.
- Oversees the recruitment and selection process for the program department staff.
- Manages the onboarding of new staff ensuring they are oriented to the organizations culture, policies, and procedures.
- Conducts regular reviews with program staff to set goals, develop individual employee growth plans, ensuring alignment with their performance evaluations and in accordance with organizational guidelines.
- Provides coaching and development opportunities that foster staff growth and engagement.

### **Program Facilitation and Curriculum Development:**

- Oversees and, when necessary, participates in the facilitation of virtual (synchronous and asynchronous) and in-person group workshops on topics such as personal development, trauma recovery and employment readiness.
- Coordinates the planning, review and delivery of curriculum focused on trauma recovery, cultural safety, resource building and strengthening resilience.
- Engages local employers, community agencies and community members as guest speakers on topics including but not limited to the local job market, entrepreneurship, education, career mentoring, volunteerism, and cultural arts.
- Organizes and coordinates classroom learning sessions.

- Collaborates with a multidisciplinary team on case conferencing, hiring committees, project development and curriculum creation.
- Performs other duties as assigned within the scope of the role.

### **Education and Experience:**

- Bachelor degree in social work, counselling psychology, education, Indigenous Studies 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, ASIST 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 driver's abstract and access to a reliable vehicle is preferred.

**Additional Notes:**

- A vulnerable sector criminal record check is a requirement for this position.
- Must live within commuting distance from the Victoria office location

We aim to have the Bridges staff reflect the participants we serve. We encourage self-identified women, non-binary people, two-spirit and individuals 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