



Victoria Coalition for Survivors of Torture

www.stoptorture.ca
vcst.info@gmail.com

SHORT-TERM CONTRACT OPPORTUNITY **World Refugee Day Coordinator**

Position:	World Refugee Day Coordinator
Status:	Temporary/part-time contract April 1, 2015 – June 24, 2015 (12 weeks)
Hours:	4 hours per week, flexible and fluctuating, depending on priorities.
Compensation:	\$20 per hour
Accountable to:	VCST Board of Directors and World Refugee Day Organizing Committee

Background

The Victoria Coalition for Survivors of Torture (VCST) was founded in May of 1992, as a coalition of agencies and individuals responding to the needs of survivors of torture and their families. The VCST board includes community workers, nurses, counsellors, and lawyers.

The VCST has worked collaboratively with community partners including Greater Victoria Public Library, WUSC – University of Victoria, Victoria Immigrant and Refugee Centre Society, Inter-Cultural Association of Greater Victoria, and other individuals over the past two years, to coordinate a community awareness event on World Refugee Day, June 20. We are looking for a part-time coordinator to help organize this year's event and to represent VCST on the organizing committee. Responsibilities and skills are outlined below, however, some mentoring and support will be available from organizing committee members.

Duties and Responsibilities

- Be an active member and attend all meetings of the World Refugee Day Organizing Committee

- Coordinate regular meetings and meeting communications (e.g., invitations, reminders, minutes)
- Support all aspects of World Refugee Day event planning (e.g., promotion, partnership building, speakers, arts-based activities, entertainment, volunteer recruitment, day of set-up, clean-up, evaluation)
- Liaise and outreach to relevant organizations, individuals and community groups
- Document process and lessons learned for next year's event
- Help foster a collaborative, inclusive, fun, productive, working environment

Required Skills and Knowledge

- An active interest in and understanding of the issues affecting refugees.
- Excellent communication skills in English – oral and written.
- Excellent organizational and administrative skills.
- Ability to work in a self-motivated manner, independently and without day-to-day supervision.
- Access to own computer and internet.
- Previous event organization is a strong asset.
- Organized and reliable.
- Collaborative working style.

Application Process

Please email your cover letter and resume to vcst.info@gmail.com by Monday, March 23, at 5pm, telling us why you are interested in this contract, what skills you will bring and what skills you would like to develop. We welcome applications from persons of diverse backgrounds and capacities. Preference will be given to candidates with refugee experience and/or who identify themselves as former refugees.

Thank you for your interest in this opportunity. Please note that only shortlisted candidates will be contacted.