



JUSTICE FOR GIRLS IS HIRING!
POSITION: EDUCATION OUTREACH WORKER

Justice for Girls is a Canadian non-profit organization and registered charity which promotes equality, freedom from violence, social and environmental justice, and the health and wellness of teenage girls who live in poverty.

Purpose of the position: Justice for Girls (JFG) is seeking a passionate, committed and qualified young woman to work with our team in a 15-month contract to promote leadership and access to education for teenage girls who live in poverty. This position will report to and work in partnership with JFG's Director of Young Women's Leadership, Education, and Wellbeing.

Eligibility requirement: The funding for this position is to hire a young person of Indigenous Ancestry. The competition is only open to those who are Indigenous and under the age of 30.

Key Responsibility Area: Promoting Young Women's Leadership

- Develop, organize and support opportunities to promote teenage girls' leadership through JFG internships, community leadership and education programs, projects, direct actions, and participatory action research.
- Work with JFG staff to train and mentor JFG young women interns.

Key Responsibility Area: Education Outreach

- Provide outreach support and education to promote the leadership and empowerment of teenage girls.
- Provide information to girls about their rights within the education system.
- Work with JFG's Director of Legal Advocacy (DLA) to act as a support for girls who are receiving individual advocacy and support connected to their access to education.

Key Responsibility Area: Access to Education

- Participate in a variety of systemic advocacy strategies that promote girls access to education and leadership. Such strategies include but are not limited to: public education, coalition building, consultation with policy makers, community/participatory action research, media strategies, organizing direct action.
- Work with JFG staff and interns to update JFG educational resources and materials including on violence against teenage girls, poverty, colonization, racism,

homelessness, life in government care, and other issues impacting teenage girls in poverty.

- Under the supervision of the DLA, prepare educational materials on girls' access to education and leadership.
- Conduct professional development workshops and training on girls access to education and leadership.
- Educate and engage the general public, government officials and policy makers on girls' right to education and issues impacting teenage girls in poverty.
- Promote the leadership of teenage girls and young women in all matters that impact them.
- Ensure teenage girls' right to education is upheld, including strategies which challenge and influence legislation, policy and practice in all educational environments.
- Maintain and expand community, institutional and allied organizational partnerships and work in coalitions, as appropriate, to promote girls' access education and leadership.
- Document and respond to violations of girls' right to education. Responses may include referrals to the JFG advocacy program, making recommendations for systemic change, coalition building, etc.

Key Responsibility Area: Referrals

- Maintain a current knowledge of services in B.C. for teenage girls who live in poverty.
- Support teenage girls as they transition to other JFG programs and/or JFG-approved referrals including: lawyers, community services, alcohol and drug programs, school programs, social justice organizations, counselors, employment programs, housing.

Key Responsibility Area: Community Development

- Assist other community service providers in advocating for teenage girls.
- Represent JFG in relevant community meetings.

Key Responsibility: Professional Development

- Undertake training and skill development activities that support growth in this position as per goals set annually on performance reviews

Key Responsibility Area: Record Keeping

- Record all phone calls in the Call Log
- Support the Leadership Team with email and phone management
- Learn the software, communication programs, and filing system and ensure proper usage when saving administrative files
- Maintain timesheets
- Prepare and submit cash expense forms with attached receipts at the end of each month

Key Responsibility Area: JFG Policies and Work environment

- Know and maintain strict adherence to JFG's confidentiality and other HR policies.
- Participate in the collective upkeep, cleanliness, and health of JFG workspaces.

Required Basic Qualifications

- Highly motivated by social justice issues, particularly Indigenous rights, girls and women's equality, environmental justice, housing security, anti-poverty and anti-violence work.
- Post secondary education and/or a minimum of two years of equivalent and relevant job training and experience.
- Position requires proficiency with word processing programs, and effective communication skills, including writing and oral communication.
- Able to work well in a team-environment and to work independently under the direction of a supervisor. Must be self motivated.
- Good organizational and time management skills.
- Due to the COVID-19 pandemic, our office is currently closed. Candidates will be required to have a quiet and confidential remote workspace. We will provide necessary equipment and resources to accommodate remote work.

How to apply

- Email cover letter and resume to info@justiceforgirls.org with the job title as the subject line.
- In your cover letter, please **state that you are of Indigenous ancestry and under the age of 30**. Only those candidates who meet the eligibility requirements and basic qualifications of the position will be considered.
- Only candidates who are invited for an interview will be contacted.

Application closing date: January 7, 2021 at 4:30 pm

Position start date: January 18, 2021

Time commitment: We are hiring part-time and full-time positions. Please state your availability or preference in your cover letter.

Compensation: \$26 per hour plus benefits