



## West Coast LEAF - Employment Opportunity Manager of Community Outreach

Parental Leave Coverage – October/November 2022-January 2024

Application deadline: Sunday, September 25<sup>th</sup> 11:59pm PT

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### **Bring your energy and passion for community engagement to West Coast LEAF!**

*Are you passionate about gender justice? Do you dream about transformative social change? Do you love to weave together communities to learn, connect and advocate for change together? Would you like to work in a dynamic and collaborative environment that values learning, community, decolonizing, compassion, humility, and accountability? Good news: We are looking for you!*

#### **About Us:**

West Coast LEAF is a BC-based non-profit organization dedicated to using the law as a tool to secure an equal and just society for all women and people who experience gender-based discrimination. We recognize that gender-based inequalities threaten the safety, well-being, and human rights of women (trans and cis), Two-Spirit people, intersex people, gender non-conforming people, trans people of all genders, and gender-diverse and non-binary people. We are committed to an inclusive and intersectional vision of feminism.

Using litigation, law reform, and public legal education strategies informed by community outreach and engagement, we apply an intersectional and inclusive feminist lens to our work across six issue areas: access to healthcare, access to justice, economic security, freedom from gender-based violence, justice for those who are criminalized, and family well-being.

Our office is located in Vancouver on traditional, ancestral, and unceded Coast Salish homelands, including the lands of the xwməθkwəy'əm (Musqueam), Skwxwú7mesh (Squamish), and səłilwətaʔl/Selilwitulh (Tsleil-Waututh) Nations. We recognize that we have an ongoing responsibility to seek transformation in our relationships with Indigenous peoples and lands across the province and Turtle Island.

West Coast LEAF believes our work is strengthened when our team reflects the diversity of the communities with whom we work. We especially welcome applications from members of communities experiencing structural discrimination, including Indigenous people; racialized people; trans, gender non-conforming, and non-binary people; Two-Spirit people; LGBTQ+ people; and people with disabilities. Applicants are welcome to self-identify in their cover letter to the extent of their comfort. All applications will be held in confidence and shared only with the hiring panel.

Learn more about our [work and our history](#).

### **About the position**

The Manager of Community Outreach (MCO) is an integral member of the staff team is responsible for developing and stewarding community partnerships and community engagement work and ensuring that all areas of the organization's work are better grounded in the experiences and needs of those directly and uniquely impacted by gender inequality. A core aspect of the role is to implement and project manage our [Child Welfare Advocacy – Communities of Practice \(COP\)](#) project. This is a 0.8 full-time position that is covering a parental leave from late October/early November 2022-January 2024.

The successful candidate will support and deepen our organizational relationships, develop, and support the development of community-based research and knowledge mobilization and community rooted advocacy strategies and campaigns. This is an exciting and energized moment at West Coast LEAF where we are continuing to work towards decolonization, anti-racism, reconciliation, and movement solidarity.

### **The position in detail**

Reporting to the Executive Director, the MCO works closely with most staff, and shares responsibility for project development and cross-organizational collaboration with Staff Lawyers, the Manager of Public Legal Education, Director of Litigation, Operations and Finance Manager, Manager of Communications, and the Director of Development & Engagement.

A core area of work involves coordinating the COP project including the three Working Groups and the Steering Committee. The Working Groups meet monthly to connect and implement and update their work plans, respond to emergent systemic issues and opportunities. The role supports the implementation of work plans and key work plan

activities. This role requires managing the project budget, evaluation and reporting and coordinating with project contractors and supporting project accessibility. The COP project is funded until October 2023 and part of this role will be guiding the conclusion and transition of different pieces of the work.

The role is also part of the BC Gender Equality Report Card project team and will be joining at an exciting time where the report will be published, and we will be working with our project partners on developing knowledge mobilization and advocacy activities and strategies.

The MCO coordinates and acts as the liaison and support for West Coast LEAF's Indigenous Advisory Circle. The purpose of the Advisory Circle is to advise and support the implementation of the *Changing Tides Action Plan*. Staff and Advisors meet quarterly to review, update and troubleshoot the Action Plan. The MCO coordinates the bimonthly Decolonizing Discussion Club for West Coast LEAF staff by supporting staff facilitators.

The MCO works to deepen and expanding West Coast LEAF's existing partnerships and relationships with allied groups and organizations committed to advancing gender-based equality, particularly through legal advocacy by participating and representing the organization through numerous coalitions and working groups. There is an opportunity to develop strategies for evaluating and strengthening West Coast LEAF's community outreach efforts. The MCO works with program staff for an annual update and review of community partnerships.

The position also works closely with West Coast LEAF's communications team on engaging community in our work. Other areas of work include developing supportive pathways to resource referrals for the public. You will also have the opportunity to contribute to other significant and ongoing projects, including a constitutional challenge to legal aid in BC, campaigning for pay equity in BC and advocacy on election issues.

West Coast LEAF's work takes place through deeply collaborative, team-based processes. The successful applicant will work alongside program and operations staff, as well as with volunteers and students.

### **Core responsibilities**

- Lead COP project management activities, including budgeting, evaluation, reporting to funders, facilitating team meetings etc.

- Coordinate and support the COP project Working Groups, Steering Committee and partnerships including the implementation of work plans, campaigns and strategies.
- Lead and manage community partnerships for the BC Gender Equality Report Card.
- Participate and represent West Coast LEAF at community coalitions and working groups, connect the WCL team with partnership opportunities as they arise.
- Support and coordinate the organization's work with the Indigenous Advisory Circle including setting meetings, connecting with members, supporting staff to implement the *Changing Tides Action Plan* and coordinate the bimonthly Decolonizing Discussions.
- Coordinate quarterly reviews of WCL's referral process and creating supportive pathways to referrals.
- Support program staff to identify and implement opportunities for community collaboration and partnerships in programs areas of litigation, law reform, campaigning and public legal education and information.
- Support and participate in communications activities of the organization, as relevant in collaboration with communications staff.
- Participate in training, and supervision of volunteers and students.
- Generally, contribute to the standing of the organization in the community.

### **Essential qualifications**

- Three-to-five years of education and/or experience working in a non-profit setting, in community engagement and/or outreach preferably related to social justice issues, social work, community development law, gender studies, or other relevant areas.
- Three-to-five years of education and/or experience in project management that includes working with diverse stakeholders (including those with lived expertise) and supporting accessibility of project members.
- Exceptional relationship building skills and experience working with diverse populations including with diverse Indigenous communities.
- Experience with implementing and adapting advocacy campaigns.

- Experience with Microsoft Office Suite, Google and Zoom and other relevant platforms and programs.
- Excellent time management skills and the ability to manage complex projects and shifting timelines.
- Ability to translate complex legal and policy issues into plain language.

The ideal candidate will also have:

- Experience applying an intersectional, decolonial feminist lens
- Experience with community-based research processes
- Experience in developing and applying trauma and violence informed practices
- Experience with project evaluation and knowledge mobilization
- Familiarity with BC-based community resources for referrals
- Experience supervising and supporting staff, interns, and volunteers
- Ability in languages other than English

### **Personal qualities**

- Exercises sound judgment, accepts responsibility, and treats others with respect
- Approaches learning with curiosity and humility
- Comfortable with giving and taking direction in a collaborative environment
- Shows initiative and collegiality; motivates and encourages others
- Demonstrates flexibility, perspective-taking, and reliability
- Has a passion for human rights and social justice

### **Working conditions and accessibility**

- 30 hours a week between Monday and Thursday, with very occasional evening or weekend work, as required. We are open to discussing flexible work week arrangements.
- This position is normally based at our office in downtown Vancouver. Due to the Covid-19 pandemic, all staff are working from home with the option (but not requirement) for occasional in-person work in compliance with WorkSafeBC guidelines. We continue to re-evaluate our needs and provincial health conditions on an ongoing basis. Some form of flexible remote work arrangements are expected to continue.

- You will be provided with the tools and equipment you need to comfortably work from home and fully participate and collaborate on solo and shared work.
- Our downtown Vancouver office is one level, with elevator access. There is a ramp from the street level to the lobby with elevator access. Restrooms on the same floor as the office space are currently gendered. The accessible restroom is on another floor that can only be accessed by using the elevator. The kitchen is accessible to all staff and doorways throughout are wide enough to accommodate wheelchairs. There are Covid protocols in place in the building. There is a locked bike cage in the basement parkade.
- The office is close to major transit routes, including the Sky Train, Canada Line, and numerous Translink bus routes. Pay parking is available nearby.
- The office is closed between Christmas Day and New Years Day.

## **Compensation**

West Coast LEAF seeks highly qualified applicants and offers a competitive salary commensurate with experience, in addition to a generous benefits and vacation package. The salary range is \$62,500 to \$68,500.

## **Anticipated start date**

Interviews for this position will be held via videoconference in early October with an ideal start date of late-October 2022.

## **Application Process**

Please submit your resume, a cover letter, and a brief writing or project sample to [careers@westcoastleaf.org](mailto:careers@westcoastleaf.org) (in one combined PDF preferred). Applicants are welcome to submit a two-to-three-minute video introduction in place of a traditional cover letter, if desired. Please direct your application to the attention of: Raji Mangat, Executive Director, and use the reference "Manager of Community Outreach application" in the subject line. **Applications are due no later than Sunday, September 25, at 11:59 p.m. PT.**

We thank all applicants for your interest. Only those selected for an interview will be contacted. We will be reviewing applications and offering interviews on a rolling basis. Applicants are encouraged to apply early.

West Coast LEAF is committed to employment equity, and we strongly encourage and welcome applications from all qualified candidates, including members of communities that have been underrepresented, those who have lived experience in place of academic qualifications, and who will contribute to the rich diversity of the organization, its language, knowledges, and learning. You are welcome to self-identify, should you feel comfortable doing so, in your cover letter or video introduction, and you are invited to share how your lived experience informs your work and your approach in this position.