



**Internal/External Job Posting**  
**Temporary Position:** Sexual Assault Response  
Coordinator

**Hours of Work:** P/T 8 hours/Week

**Start Date:** Immediate

**End Date:** August 30, 2026, or until return incumbent

**Worksite:** IWAV Admin Office

**Responsible to:** Program Manager

**Classification:** Program Coordinator 1

**Grid Level:** JJEP Wage Grid 12

Wage: Step 1 - \$30.95

**Summary:**

Under the direction and supervision of the Program Manager, the Sexual Assault Response Coordinator (SARC) plans and oversees the day-to-day activities of the Sexual Assault Response Program (SARP) at IWAV. This program provides a timely and cohesive response for survivors of sexual assault for all genders ages 13 and older. The SARC will provide direct support services, emotional support, practical assistance, and referrals to clients who have experienced sexual assault. The Sexual Assault Response Coordinator will engage in public education about how to respond to sexual assault, advocate for survivors, train and oversee volunteers. Public education may include coordination of community events and promotion of IWAV's services. As well, the SARC will cooperate and coordinate with other service providers to ensure effective service delivery. These services are available to eligible clients from the Southern Gulf Islands (Salt Spring, Pender, Mayne, Galiano and Saturna). The SARC will participate in the rotation of on call duties.

**Qualifications: Education, Training and Experience**

**Education, training, and experience**

- Diploma in a related human/social services
- Sound knowledge and understanding in gender-based violence and impacts of sexual assault.
- Training and experience in crisis management and trauma informed practice
- Minimum two years of recent related experience
- Or an equivalent combination of education, training, and experience

**Job Skills and Abilities**

- Demonstrated teamwork, leadership, and supervisory skills.
- Ability to work with clients in a way that demonstrates a compassionate, respectful and client centred approach that fosters dignity, individuality, and decision-making process of clients.
- Direct experience working with marginalized groups in advocacy and community outreach.
- Knowledge and understanding of the impacts of sexual assault, sexualized violence, and gender-based violence.

- Ability to work with clients with diverse experiences and genders, which may include male identified persons and youths who have experienced sexual assault.
- Knowledge of police victim services and RCMP procedures in relation to sexual assault
- Ability to work effectively with community services providers to further coordination and cooperation for a common goal of providing comprehensive support to survivors of sexual assault.
- Excellent oral, written, facilitation and interpersonal communication skills.
- Effective interviewing and assessment skills
- Proven ability for public speaking
- Effective time management skills
- Excellent conflict resolution skills
- Demonstrates critical, innovative, and strategic thinking.
- Works in a respectful and cooperative manner with staff and clients
- Clear understanding of measurable outcomes and program tracking
- Ability to learn quickly, work independently, and set clear timelines.
- Proven ability to deliver training programs.

### **Application Process**

For a complete job description, please visit [iwav.org](http://iwav.org). Cover letters and resumes are to be emailed to Charlie Barteaux, Programs Manager, at [programs@iwav.org](mailto:programs@iwav.org) by July 3, 2026

This position requires union membership