



JOB POSTING

AMETHYST COORDINATOR POSITION

- Hours:** Full-time (35 hours/week)
- Duration:** Permanent (\$57,584.80 annually)
- Location:** Ottawa area
- Deadline:** Applications due by Tuesday, April 26, 2022, 5pm EST
- Union:** PSAC-UNE Local (70400)

Amethyst Women's Addiction Centre is looking for a Coordinator to support the essential functioning and success of the organization and its ability to serve the community. Working closely with all staff and the board, the Coordinator has a key role in the overall smooth functioning of the organization's operations and governance. The Coordinator's work is a thread that weaves through every aspect of the organization's work.

Amethyst is a modified feminist Collective and there is no hierarchical management structure. The Board of Directors is the employer and participates collaboratively with staff in management functions. The role of Coordinator fulfills many of the duties that would be carried out by an executive director and executive assistant in a non-collective environment. There is a strong need to multi-task and work in an environment with competing priorities. The successful candidate must be highly self-motivated to work independently and has a key role on our small but mighty team.

WHAT YOU'LL DO

Lead the overall coordination of staff and operations:

- Strategic pursuit of new and renewed funding opportunities
- Office management and coordination of HR functions (staff have worked remotely since COVID-19 pandemic and timing for return on-site is not currently known)
- Coordinating and overseeing building maintenance



- Lead and navigate the overall coordination of the transition from the LHIN (Local Health Integration Network) to OHT (Ottawa Health Team), representing Amethyst's unique approach and values
- Coordination and administrative support for the Board of Directors

Provide strategic oversight:

- Work collaboratively with staff and board in pursuit of long-term planning and success
- Key point of contact for external stakeholders including funders and partner organizations
- Participate as a standing member of the internal Management committee, Finance committee, Strategic Planning committee, and other committees as required
- Build strong relationships with colleagues, board members, and external partners

Participate in a strong, thriving Collective and advance our core values (for all Amethyst employees):

- Grounded in an understanding of trauma-informed approaches to addiction and mental health in order to serve our unique community
- Strengthen the Collective by seeking creative approaches to issues and conflicts as they arise, respecting diverse perspectives and lived experiences
- Apply a consensus-based approach to decision making, employing active listening, compromise, feminist and anti-oppressive lens at all times
- Shares responsibility for Amethyst's objective to fully embody its values of anti-racism, anti-oppression, diversity, equity and inclusion at the organizational level

WHAT WE'RE LOOKING FOR IN A CANDIDATE

Amethyst is seeking an individual who can contribute to the diversity of Amethyst's team and its inclusive and anti-oppressive practices. The successful candidate will have a strong ability to lead in a collaborative way, outstanding communication skills and approaches problems creatively.

SKILLS AND EXPERIENCE:



- Strong leadership skills
- Ability to thrive in a self-directed and non-hierarchical environment
- Strong interpersonal skills including collaboration and consultation as part of a team
- Bilingual (English and French) essential; written and oral
- Proven commitment to self-development in the principles of anti-racism, anti-oppression, diversity, equity and inclusion
- Proven ability to apply an intersectional lens to your work to achieve anti-oppression in practice
- Excellent communications skills, both verbal and written
- Ability to represent the organization to a variety of audiences
- Relevant demonstrated experience with similar duties, e.g. coordinating, organizing, oversight
- Preference given to candidates with experience in financial management, including funding proposals, and building budgets

WHY WORK FOR AMETHYST WOMEN'S ADDICTION CENTRE?

ABOUT US

Amethyst Women's Addiction Centre, founded in 1979, is a day treatment program offering alternative addiction services to women-identified and/or gender diverse individuals in the Ottawa area. Our goal is to support folks' empowerment in addressing challenges in their relationships with substance-use and gambling. This is supported by making direct links between substance use/gambling, gender-based violence/trauma, and the impacts of oppression.

We are a unionized non-profit organization operating as modified feminist collective to provide a range of services to our communities based on core values of anti-oppressive practice and client-centered care. Operating as a modified feminist collective allows Amethyst as a collective to stay grounded with the communities we work with and for, meaning the collective adapts and changes through the consensus model and based on community needs. Operating as a collective also allows for engagement with our core values from all levels of the collective's functioning, operations and services.



Amethyst provides a variety of day-treatment services (including individual therapy, group therapy, workshops, and community engagement), health promotion services (community partnerships and engagement through workshops and events), community engagement, and public education. Since March of 2020, our work has temporarily transitioned to virtual service in order to observe Public Health Guidelines for the COVID-19 pandemic to protect our community and collective. We do not currently have a set date to return to in person services and all staff are currently and temporarily working remotely.

WHAT WE OFFER

At Amethyst we are passionate about providing excellent service to our communities. We have been doing so as a Collective for over forty years. Our permanent employees are compensated on an equal basis at a rate of 5% of their bi-weekly gross going to our pension plan which is matched by Amethyst. Our employees benefit from a generous benefits package and a commitment to overall health and wellness and work life balance that includes generous annual leave as well as other (sick leave, family leave and mental health days leaves).

APPLICATION PROCESS

Amethyst welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTI individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

We welcome candidates whose skills and experience are gained through any combination of formal work experience, informal or formal volunteer or unpaid work experience.

If you are looking to use your skills and knowledge to support, strengthen and grow our small organization and its impact we encourage you to apply.



Amethyst Women's Addiction Centre is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process.

Together with your resume (in French or English), please forward a 1-page cover letter (in French and English) that includes your responses to the following questions:

How do you relate to Amethyst Women's Addiction Centre's mission?

How would your skills and experiences (personal and professional) translate into success in this position?

What does working in a Collective mean to you?

We thank you for your interest. **We will accept applications until April 26, 2022, at 5pm. We will offer interviews to select candidates by May 2nd, 2022.** Kindly note that only applicants selected for an interview will be contacted.

Submit applications to: hr@amethyst-ottawa.org with **Amethyst Coordinator Position** in the subject line.