



JOB DESCRIPTION

Position Title: Assistant Officer, Sexual Violence Prevention

Position Number:

Faculty / Service and Department: Human Rights Office (HRO)

Position Reports to (Title): Human Rights Officer, Prevention of Sexual Violence and Dispute Resolution

Position Purpose

The successful candidate will be part of the team leading the prevention of sexual violence at the University of Ottawa. The role will include assisting the Office with the development of tools and resources to support and educate members of the university community. The successful candidate can also assist with initiatives related to the broader mandate of the Human Rights office, such as discrimination and harassment.

Specific Accountabilities

1. Identify existing tools, trends and resources related to prevention of human rights issues, mainly sexual violence.
2. Collaborate in developing and facilitating programming to educate the university community on how to recognize and address situations related to prevention of human rights issues, mainly sexual violence.
3. Collaborate in promotion efforts, such as creating web and social media content.
4. Assist in other tasks related to prevention of human rights issues.

Knowledge, Experience and Skills

- Bilingualism considered an asset;
 - Knowledge of sexual violence, harassment and discrimination;
 - Knowledge of the University of Ottawa policies related to harassment, discrimination and sexual violence;
 - Ability to work independently and with the team;
 - Excellent organization and time management skills;
 - Excellent communication and interpersonal skills;
 - Experience in creating content and managing social media accounts;
 - Creative and results driven.
-