



Role: Director of Systems Change and Prisoners' Rights

Organization: Canadian Association of Elizabeth Fry Societies (CAEFS)

Application Deadline: November 30th, 2021

Start Date: December 2021

Location: Remote / Virtual Office, with willingness to travel

Type of Position: Full time; 1 year contract with the possibility of renewal, subject to funding

What You Will Be a Part of

The Canadian Association of Elizabeth Fry Societies (CAEFS) is a national non-profit dedicated to addressing and advancing the human rights issues impacting criminalized women, trans, non-binary, and Two Spirit people – particularly those who are federally incarcerated

CAEFS also facilitates network-wide collaboration, learning opportunities, and thought-leadership for our 24 local member societies. CAEFS represents our membership on a national and federal level, advocating on the issues that are important to them, their service-users, and the broader community.

Description & Details

You will be joining our national office as part of the leadership team, reporting to the Executive Director. This new and dynamic position includes coordinating CAEFS regional advocacy program and managing “Next Level Collaboration Project”, which seeks to bring the voices of people with lived experience of incarceration and / or poverty into systems change work. This is a senior position and will include management responsibilities.

What You Will do:

(1) Regional Advocacy and Prisoners' Rights

- Coordinates the recruitment and onboarding of regional advocates
- Develops and delivers trainings for regional advocates, in collaboration with the leadership team
- Develops training and resources materials for peer advocates, in collaboration with the leadership team
- Supports the coordination of advocacy visits, in collaboration with regional coordinators
- Collaborates with regional advocates and Executive Director to provide guidance on advocacy approaches
- Triages urgent or critical issues to the Executive Director
- Provides quality assurance for regional advocacy letters
- Regularly reviews advocacy call logs
- Tracks advocacy issues across federal prisons designated for women and liaises with leadership team on key advocacy issues and trends



- Facilitates bi-monthly regional advocacy meetings
- Supervisory responsibilities as assigned by Executive Director

(2) National Project – Next Level Collaboration

- Represent CAEFS at select national policy tables
- Work with local Elizabeth Fry Societies to develop avenues for individuals with lived experience of criminalization to contribute to national, provincial, and municipal policy tables
- Work with stakeholders (especially people with lived experience of criminalization) to reimagine the structures of policy tables to support the meaningful and equitable participation of people with lived experience
- Develop and deliver resources and trainings to support the meaningful and equitable participation of people with lived experience at national, provincial, and municipal policy tables
- Devise and implement strategies for translating lived experience into systems-level knowledge to be used across the sector
- Development a platform for ongoing information sharing and resource between stakeholders

(3) Organization Leadership

- Collaborates with the leadership team to develop and manage yearly operational plans and strategic direction for the organization
- Collaborates with the leadership team to develop the organization's positions to guide the national advocacy and policy-change work
- Engage stakeholders in key policy issues impacting federally incarcerated women, trans, non-binary, and Two Spirit people.
- Collaborates on the preparation of funding reports

What We are Looking For

Our ideal Director of Systems Change and Prisoner Rights...

- Is dedicated to upholding and forwarding the rights of criminalized women, trans, non-binary, and Two Spirit people within an anti-oppressive, anti-racist, intersectional feminist, abolitionist framework
- Is committed to a collaborative, strengths-based approach to working with criminalized women, trans, non-binary, and Two Spirit people
- Has lived experience of incarceration, especially in federal prison
- Had expertise in prison law, including Correctional Service of Canada's policies and guidelines
- Has 5+ years of experience working with criminalized or incarcerated people, preferably in an advocacy and/or legal position
- Relevant educational background (i.e. law, gender-studies, criminology, human rights, public policy, or social justice)
- Has expert organizational, written, and oral communication skills
- Is a skilled facilitator and coordinator
- Thrives in a fast-paced, collaborative, small-team virtual team setting



- Is able to work remotely, online, and is proficient in online collaborative tools, including Office365 and ZOOM
- Is a woman, trans, non-binary, and / or Two-Spirit person
- Is fluent in French
- Eligible to work in Canada

Classification / Salary / Benefits:

\$32-35 hour (depending on experience), 35 hours per week, 1-year contract, with possibility of renewal. Comprehensive benefits and vacation package provided.

How to Apply:

Please send a cover letter and resume to admin@caefs.ca with the subject: Director, Systems Change and Prisoners' Rights. The deadline to apply is November 30th, 2021. Only applicants selected for an interview will be contacted.

We want our advocacy teams to reflect the diversity of people that we advocate for. Black and Indigenous women, trans, non-binary, and Two Spirit people are strongly encouraged to apply.

