Position: **Full Time, 35 hours / week**

Title: **Lead Advocate, Prairies Region**

Location: **Edmonton, Alberta (work from home / remote)**

Position Type: **Contract**

Length: **1 year with potential for renewal**

Estimated Start Date: **February 2023**

Compensation: $**28 to $30 per hour, including a comprehensive benefits package plus a minimum of 3 weeks vacation**

**OBJECTIVES:**

To bolster human and legal rights-based support for incarcerated women and gender diverse individuals in Canada by coordinating the Canadian Association of Elizabeth Fry Societies (CAEFS) Regional Advocacy Program in CAEFS Prairies Region.

This position will focus dedicated attention to Regional Advocacy in Alberta, focusing on Edmonton Institution for Women, but will work to bolster advocacy responses in Alberta, Saskatchewan, and Manitoba.

**NATURE OF THE WORK**

*The Canadian Association of Elizabeth Fry Societies*

At the Canadian Association of Elizabeth Fry Societies (CAEFS), we envision a world without prisons with strong and well-resourced communities for everyone. To help make this vision a reality, we are working to address the persistent ways in which women and gender-diverse people impacted by criminalization have been denied humanity and excluded from community.

*Regional Advocacy:*

CAEFS five regional advocacy teams monitor the conditions of confinement in the six federal prisons designated for women in Canada and two regional psychiatric centers. This is done through in-person advocacy visits and our[toll-free advocacy lines.](https://caefs.ca/contact-us/#block_6141eaa09e0c5-0)

Regional Advocacy teams work together to speak with incarcerated people and document the legal, civic, and human rights issues that they experience. CAEFS advocacy utilizes an intersectional feminist rights-based approach to advocate for federally incarcerated women and gender-diverse people. Our approach is rooted in the understanding that, in order to create substantive equality, unique attention and approaches are needed to respond to incarcerated equity-deserving groups.

Regional advocates also work closely with their incarcerated counterparts: peer advocates. The CAEFS peer advocate program trains and supports individuals in prison to fulfill many of the same functions as regional advocates.

*P.A.T.H*

The P.A.T.H project is a collaboration between CAEFS and the Elizabeth Fry Society of Mainland Nova Scotia with the goal of decreasing barriers to access to justice for criminalized populations by identifying, strengthening, connecting, and scaling the capacity of existing legal advocacy efforts and knowledges, through a framework that centers the voices of lived experience and informal and grassroots approaches / expertise.

**DUTIES:**

**Support and coordinate EIFW Regional Advocacy Team:**

* Coordinate and facilitate monthly Regional Advocacy team meetings
* Organize and coordinate monthly advocacy visits to Edmonton Institution for Women
* Support CAEFS leadership in the recruitment and training of volunteer Regional Advocates
* Organize and participate in Peer Advocacy trainings annually, in collaboration with CAEFS leadership
* Participate in trainings and professional development activities as required
* Ensure that monthly advocacy letters are generally completed within 7 business days of monthly advocacy visits
* Ensure a regular phone or video call with peer advocates is operational and being conducted
* Provide peer advocates support as required and requested
* Maintain all records of prison visits, including notes and warden’s letter drafts securely and according to CAEFS direction, and ensure all team members and CAEFS leadership can access records
* Liaise urgent issues to CAEFS leadership
* Participate in monthly Regional Advocate Lead meetings
* Receive and provide position related feedback to CAEFS leadership through participation in standing staff meetings and completion of surveys as required
* Support with urgent communications with penitentiary management, as required
* Support in the recruitment and training of volunteer advocates
* Support the delivery of ongoing educational and professional development activities for incarcerated people within CAEFS rights-based, intersectional, abolitionist framework
* Coordinate invoicing for volunteer Regional Advocates

**Support and Coordinate CAEFS Regional Advocacy, Prairies**

* Support CAEFS Regional Advocacy team in Saskatchewan
* Assist and coordinate with Saskatchewan advocates on trainings
* Communicate with CAEFS Advocates in Saskatchewan and Manitoba to increase responsivity to pressing systemic issues

**Support CAEFS collaboration with Prisoner Advocacy and Transformational Hub (PATH)**

Develop an effective partnership between CAEFS Regional Advocacy and PATH to transform the persistent and prevalent injustices impacting criminalized populations in Canada by:

* Conduct an environmental scan of existing formal and informal advocacy structures/approaches that are advancing access to justice for impacted communities.
* Increase capacity for networking/knowledge exchanges of existing access to justice projects, goals, and successful approaches (formal and informal) for people impacted by carceral systems in CAEFS Prairies Region
* Present environmental scan findings in report form to be shared with PATH
* Ensure that advocacy data is maintained for PATH project purpose

**REQUIRED SKILLS:**

 Prior knowledges are invited, but training and professional development can be provided

* Understanding of the policy framework and associated legislation governing federal penitentiaries and parole processes, including:
  + Ability to understand and apply relevant law, mandates, commission findings and policy to drive advocacy actions
* Comprehension in record keeping and Microsoft office suite (use of one drive, excel, word)
* Active and supportive listening
* Documentation of issues which federally sentenced women and gender diverse people report to you
* Coordination and communication, including but not limited to:
  + Scheduling meetings and sending calendar invites
  + Ensuring clear and consistent communication and direction exists among regional team members
  + Conveying appropriate tone and clarity in written and verbal communications
  + Maintaining the confidentiality and dignity of those you work with and support
  + Ability to share and receive feedback constructively

**TECHNOLOGICAL REQUIREMENTS:**

This position is remote and requires consistent access to an internet connection.

**ADDITIONAL REQUIREMENTS:**

This position requires completion of the Correctional Service of Canada’s enhanced security clearance. Prior experiences of criminalization do not impact this application process, and CAEFS will provide logistical and wellness support to support completion of this process.

**HOW TO APPLY**

Please email your resume and cover letter to [admin@caefs.ca](mailto:admin@caefs.ca" \o "mailto:admin@caefs.ca" \t "_blank) using the subject “ADVOCACY APPLICATION” by January 16, 2023 at 9:00am eastern standard time. Only applicants selected for an interview will be contacted.