



Position: **Part-Time, Contract**

Title: **Regional Advocate Lead, Atlantic Region**

Location: **Atlantic Region (work from home / remote)**

Travel Requirements: **Regular travel to Turo, Nova Scotia - plus occasional other domestic travel**

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

Estimated start date: **April 10th, 2023**

Rate of Compensation: **\$28.00-\$30.00 per hour**

## **POSITION OBJECTIVE**

The Atlantic Regional Advocate Lead will 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 team in CAEFS Atlantic Region.

## **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. CAEFS advocacy utilizes an intersectional feminist rights-based approach, through which Regional Advocacy teams maintain monthly advocacy visits to federal penitentiaries. Regional Advocacy Teams meet with incarcerated people to document, provide education, and assist in the redress of the legal, civic, and human rights issues that impact federally incarcerated women and gender-diverse people.

## **DUTIES**

### **Support and coordinate CAEFS Atlantic Regional Advocacy Team**

- Coordinate and facilitate monthly Regional Advocacy team meetings
- Organize and coordinate monthly advocacy visits to Nova Institution for Women
- Support CAEFS leadership in the recruitment and training of volunteer Regional Advocates

- Support CAEFS Leadership to facilitate annual Peer Advocacy trainings annually
- Participate in trainings and professional development activities as required
- Ensure that monthly advocacy letters are completed in draft form within 7 business days of monthly advocacy visits, and are submitted to Nova Institution no later than 2 business weeks following site visits
- Maintain regular communication with Nova Peer Advocates
- Provide Peer Advocates support and resources as required and requested
- Maintain 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 National Regional Advocate Lead meetings
- Receive and provide position related feedback to CAEFS leadership through 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

## REQUIRED SKILLS

- Understanding of (or commitment to learning) the policy framework and associated legislation governing federal penitentiaries and parole processes, including the 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
- Organization and effective time management
- Maintaining the confidentiality and dignity of those you work with and support
- Ability to share and receive feedback constructively
- 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

## 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) using the subject "ADVOCACY APPLICATION" by March 14th, 2023 at 9:00am eastern standard time. Only applicants selected for an interview will be contacted.





1-800-637-4606



admin@caefs.ca



www.caefs.ca



1-800-637-4606



admin@caefs.ca



www.caefs.ca