



Position: **FTE Contract** (will consider PTE in certain circumstances)

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

Location: **HYBRID: Atlantic Region. Candidates in Nova Scotia will be prioritized (work from home /with monthly travel)**

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

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

Estimated start date: **flexible**

Rate of Compensation: **\$32.00-\$34.00 per hour, depending on level of experience and qualifications + competitive benefits**

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 and CAEFS Atlantic Lead Regional Advocate

CAEFS' Regional Advocacy teams monitor the conditions of confinement in the six federal prisons designated for women in Canada and two regional psychiatric centers, and support groups of community-based volunteer advocates and incarcerated Peer Advocates in communities of advocacy. Teams conduct monthly advocacy visits to federal penitentiaries, and maintain an advocacy phone line, where they support incarcerated people to document, provide education, and collaboratively develop solutions to the many issues that are prevalent in the Canadian legal and penal system.

The Lead Regional Advocate (RA) will maintain CAEFS' Atlantic Regional Advocacy team through monitoring the conditions of confinement in the Nova Penitentiary Designated for Women, and by raising awareness and providing information, and education about the legal and human rights of federally sentenced people across incarcerated people, the general public, staff of the Correctional Service of Canada and beyond. The Lead RA will increase use of the law by possessing (or gaining) proficiencies in applying Canadian penal, human rights, and constitutional law, as well as federal policies to improve individual and systemic outcomes for federally sentenced women and gender-diverse people in prison, and on parole.



SCOPE OF POSITION

- Conduct monthly monitoring visits in the Nova Penitentiary Designated for Women, and periodically visit other locations in the Atlantic Region where federally sentenced women and gender diverse people are held
- Coordinate a team of community based Regional Advocates, supporting volunteer recruitment, onboarding, and the promotion of engagement in your region
- Support in the delivery of Peer Advocacy trainings in the penitentiary annually or according to need
- Participate in trainings and professional development activities with CAEFS National Office Team as required
- Ensure that public monthly advocacy letters are completed according to CAEFS' guidelines and communications standards
- Maintain regular phone-line shifts and general communication, guidance and support with incarcerated Peer Advocates
- Provide federally sentenced women and gender diverse people with information, resources, and training opportunities about the various laws and policies that impact them
- Maintain up to date, secure records of your Regional Advocacy team's work according to CAEFS' policies and confidentiality standards.
- Liaise urgent issues to leadership and support CAEFS National Office to achieve systemic change in Canada's prison system
- Connect and collaborate with Lead Advocates in other regions
- Assist people in the drafting of requests, institutional complaints/grievances, and external legal applications
- Support the delivery of ongoing educational and professional development activities for incarcerated people within a rights-based, intersectional, abolitionist framework
- Maintain a budget for your region and up to date, accurate financial records

REQUIRED SKILLS

- Robust understanding of (or commitment to learning) the policy framework and legislation relevant to the human and legal rights of federally sentenced people
- An anti-carceral approach to the support you provide individuals, and ability to demonstrate professionalism across diverse stakeholder groups you will work with (incarcerated people, prison staff, volunteers, etc.)
- Comprehension in record keeping and Microsoft Office Suite (use of one drive, excel, word)
- Ability to work in a flexible, dynamic National Office Team, while also supporting your local, community embedded advocacy context
- Ability to work independently, problem solve, and utilize effective time management
- Maintaining the confidentiality and dignity of those you work with and support
- Ability to share and receive feedback constructively with colleagues
- Coordination and communication skills are an asset, including but not limited to:
 - Scheduling meetings and sending calendar invites
 - Strong, effective writing skills (technical, formal, informal, persuasive, etc.)
 - Conveying appropriate tone across diverse audiences, clarity, and professionalism 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.

HOW TO APPLY

Please email your resume and cover letter to admin@caefs.ca using the subject "ATLANTIC ADVOCACY APPLICATION" by **end of day, June 12th, 2025**. Only applicants selected for an interview will be contacted.



