

WORK OPPORTUNITY for a PROGRAMME ASSOCIATE with Wholeness & Justice, a new CAISO programme

Contract Duration: **1 Year** (renewable annually)

Compensation: **\$8,000/month** (reviewed annually)

Applications due: **15 October 2020**

CAISO: Sex & Gender Justice is feminist social justice organization committed to ensuring wholeness, justice and inclusion for Trinidad & Tobago's LGBTI+ (lesbian, gay, bisexual, transgender and intersex) communities, by developing analysis, alliances and advocacy. CAISO uses voice, space, work, play and community to strengthen governance and build a nation all citizens can share.



WHOLENESS & JUSTICE aims to expand access by diverse LGBTI+ Trinbagonians to wholeness, justice and health and human services, through the combination of legal and social work, peer navigation and referral services, and the enrolment of allies. Activities include casework, crisis intervention and emergency support, legal advocacy, counselling, competence-building in justice and service systems, strategic litigation, policy advocacy and neighbourhood-level outreach. The programme will eventually also deliver competitively fee-based legal services to CAISO's

communities.

THE PROGRAMME ASSOCIATE plays a key role in supporting the operations and communications of the Wholeness & Justice team, engaging with the public and volunteers, taking care of logistics and ensuring records are kept, and responding to emergencies with practical support.

KEY RESPONSIBILITIES

1. Public Interface. The programme associate manages the programme's contact with the public. These responsibilities include:

- **Reception.** Triaging incoming electronic and phone communication.
- **Events.** Planning and implementing public meetings and forums.
- **Volunteer management.** Supporting the needs of Wholeness & Justice's volunteer team.

2. Office & Operations. The programme associate ensures the smooth functioning of the programme and office. These responsibilities include:

- **Recordkeeping.** Initiating documentation of case reports and ensuring the programme database and client records are maintained.
- **Reporting.** Generating narrative and statistical reports required by internal and external stakeholders.
- **Scheduling.** Coordinating use of the office space and managing the team calendar.

3. Crisis response. The programme associate leads crisis intervention responses. These responsibilities include:

- **On call.** Being on call to respond when emergency violations require. Managing provision of direct assistance.
- **Accompaniment.** Accompanying clients to appointments.

The Programme Associate will also perform any related tasks as may be required.

WHAT WE'RE LOOKING FOR

1. Experience/Training

- Work with sexuality or LGBTI+ matters
- Casework or advocacy, especially with marginalized groups
 - Community organizing would be an asset
- Office reception/management, especially logistics or data
 - Project management would be an asset
- Clinical training would be an asset
- A tertiary degree in a human science or human service discipline would be an asset

2. Skills

- Cultural competence with trans and LGBTI+ experience
- The temperament to win the trust of vulnerable clients and the respect of authorities
- Strong oral, written, numeracy, computer and online skills
- Ability to work effectively in teams

3. Commitment to and Fit with Mission

- Demonstrated commitment to CAISO's values and to advancing social justice

HOW TO APPLY

Interested persons should e-mail:

- **a detailed statement (2-3 pages) outlining their interest, motivation, qualifications and experience**
- a résumé
- contact information for two references

to caisott@gmail.com with your name and "Programme Associate Application" in the subject line. **Applications without the detailed statement will not be considered.** Deadline for expressions of interest is **15 October 2020**. Enquiries welcome.