Event Coordinator (Part-Time, Contract) PEI Rape and Sexual Assault Centre (PEIRSAC)

Rooted in Feminist Values. Grounded in Collective Care. Focused on Healing.

About Us

The PEI Rape and Sexual Assault Centre (PEIRSAC) is a feminist, pro-choice, anti-oppressive, not-for-profit organization that has supported survivors of sexualized violence across Epekwitk (Prince Edward Island) since 1983. Our mission is to provide high-quality, trauma-informed services and to advance gender justice through survivor advocacy, community education, and systemic change.

We believe healing is possible, and we know that justice work cannot come at the cost of the people doing it. We work from feminist, intersectional, and decolonial frameworks that center survivor dignity, prioritize care, and hold space for complexity.

Position Title: Take Back the Night Event Coordinator
Position Type: Part-Time, Contract
Start Date: July 22, 2025
Hours: 15 hours per week (Tuesdays in-office; remaining hours flexible)
Contract Duration: July 22 – September 30, 2025
Compensation: \$24/hour (Total contract value: \$3,960) to be invoiced biweekly.

Key Responsibilities:

Working in collaboration with the Community Project Coordinator, the Event Coordinator will be responsible for organizing, implementing, and evaluating the 2025 Take Back the Night March, a cornerstone event of Sexual Assault Awareness Week (September 18–24, 2025).

Responsibilities include:

- The creation of Take Back the Night on September 18th
- Develop and present an event plan to the Sexual Assault Prevention Advisory Group Committee on August 12th
- Manage a \$2,000 event budget for supplies, honoraria, and equipment
- Coordinate permits, space, and logistics
- Plan and coordinate community outreach to engage survivors, artists, speakers, and local organizations
- Develop promotional materials and contribute to the public education campaign leading up to the event in collaboration with the Community Project Coordinator
- Provide support for other events and logistics during Sexual Assault Awareness Week as required

• Participate in collaborative meetings as needed and provide regular updates to the team

Qualifications:

- Demonstrated experience in community organizing or event planning
- A strong understanding of trauma-informed care, institutional violence, and sexual violence prevention
- A firm grounding in feminist, anti-oppressive, and intersectional frameworks
- Budget management skills and the ability to coordinate multiple moving parts
- Strong written and verbal communication skills, especially in collaborative community settings

How to Apply:

Please submit the following to rachel@peirsac.org:

- Resume
- Cover letter
- Two references
- A short creative proposal (maximum 300 words) describing your vision for Take Back the Night 2025, including how the event could meaningfully centre survivor voices, build community, and raise public awareness.

Equity Hiring Statement:

PEIRSAC is committed to fostering an equitable and inclusive workplace. We encourage applications from individuals who are members of historically marginalized groups, including but not limited to Indigenous people, Black people, racialized communities, 2SLGBTQI+ individuals, and people with disabilities. We are dedicated to advancing gender equality and dismantling systemic barriers through our hiring practices and workplace culture.

Acknowledging the imbalances that often arise in gender and racial equity during salary negotiations in the hiring process, PEIRSAC is committed to fostering pay equity. The organization has established and fixed the posted salary before candidate selection to mitigate these disparities, emphasizing its dedication to fair compensation practices.