

Cultural Activity Programmer

Internal / External Posting ID#: PSW-18-001

The Cultural Activity Programmer is responsible for the planning, development, and implementation of cultural, recreational, social and/or educational programs that are consistent with the mission and mandate of the DEWC. In consultation with the DEWC Elder's Council she will ensure relevant programming that maximizes decision making and participation of centre members

Reporting directly to the Program Manager, the Cultural Activity Programmer will work in collaboration with other DEWC staff to promote integrated services to women. She will work from a feminist perspective and within an anti-oppression framework.

In-Centre Programming

- Plans, organizes and implements cultural, recreational, social, and/or educational programs and activities that can take place inside or outside the DEWC
- Facilitates the organizing of Special Events such as: National Aboriginal Day; Christmas Dinner, and seasonal group activities; as identified in consultation with the staff group collective
- Participates in group planning and program development for women

Arts and culture

- Participates in planning and development of arts activities and workshops
- Coordinates volunteer facilitation and scheduling of programs

Outreach and Liaison

- Works with community, Aboriginal, and social service organizations to enhance Programming opportunities including the recruiting of out of area volunteers
- Develops partnerships and act as liaison with community groups in the development and support of programs
- Solicit partnerships, in-kind donations and community sponsorships to support events and programming

Education and Resource

- Maintains and up-dates resources relevant to Centre Programming ie. out of centre/community events and opportunities

Administration:

- Ensures funder reports accurately reflect contract requirement. Provides quarterly activity reports to the management team. Provides statistics and relevant data that will support fundraising activities for the program.
- Coordinates the DEWC Newsletter, ensuring Calendar and contributions specific to the program

Organization:

- Attends and participates in weekly staff meetings, staff development sessions. Participates in hiring committees, evaluations, and on other committees as required.

Training:

- Engage in training and workshops that are relevant to the job and where the information is beneficial to the women in the DTES.

Required Qualifications:

- Minimum 5 years related experience working with low-income women, at least 2 years in a women serving or inner city drop-in environment
- Must have a strong working knowledge and analysis of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Experience developing and facilitating programs and groups including assessing and evaluating
- Extensive experience in the development and facilitation of cultural, recreational, and arts groups and activities
- Understanding of and practices a trauma informed care response when working with women
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated administrative skills, including report writing
- Demonstrated computer and IT aptitude
- Strong conflict resolution skills and practice
- Demonstrated crises intervention training and experience
- Experience providing assisted referral as well as familiarity with support services, agencies and community resources in the Downtown Eastside
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober

Position reports to: Drop-In Program Manager

Position Details:

- Start Date: ASAP / Temporary – Full-Time, 35 hrs / week (until return of incumbent)
- Union (BCGEU) - Salary Range - \$22.00per/hr - Location – DEWC Drop In Centre, 302 Columbia St. Vancouver

Additional languages spoken an asset / Aboriginal Women and Women of Colour are Strongly Encouraged to Apply

Please submit resume and cover letter to the HR Administrator via e-mail, mail or fax to:

302 Columbia Street, Vancouver, BC, V6A 4J1
Fax: 604-681-8470 Email: humanresources@dewc.ca

Applications accepted until: Open Until Filled ****NO PHONE CALLS PLEASE****