



Shelter Facilities & Administrative Coordinator **Temporary / Part-Time / Posting ID#FA18-001**

The Downtown Eastside Women's Centre (DEWC) is a Drop-In Centre and Emergency Night Shelter offering a wide variety of services and programs to a diverse community of women and children living in the Downtown Eastside of Vancouver.

The Facilities and Administrative Coordinator provides operational, human resources, and administrative support to the Emergency Shelter of the Downtown Eastside Women's Centre (DEWC). She ensures overall effective and efficient operational, facilities, and administrative systems and supports.

Reporting directly to the Shelter Manager, the Facilities and Administrative Coordinator will work in collaboration with other DEWC staff and management to ensure services to women. She will work from a feminist perspective and within an anti-oppression framework.

Human Resources

- Supports the Human Resources Administrator facilitating payroll, HR records management, completion of benefit and other HR forms and processes pertaining to Shelter staff.
- Supports the Shelter Manager providing on-call emergency support and response to the Shelter.

Governance

- Supports the Shelter Manager in the preparation of documents and reports for Funders, the Board of Directors, DEWC membership, and the Annual General Meeting.
- Meets and regularly corresponds with B.C. Housing and other relevant agencies.

Finance

- Codes and processes Accounts Payable. Submits prepared AP for approval, investigating irregularities and ensures correspondence with DEWC approved expenditures.
- Sets up pre-authorized payment plans for monthly accounts and updates as necessary.

Operations and Facilities

- Handles and responds to daily mail, telephone/email inquires and general correspondence.
- Monitors and orders supplies; stationery; and office wares, as well as establishes supplier accounts.
- Facilitates and coordinates maintenance and repair needs by establishing service contracts; arranging maintenance and repairs; and/or service contractors. Coordinates building repairs and maintenance issues with staff, co-tenants and landlord; in accordance with lease agreement.
- Facilitates, manages, and maintains the shelter phone system, including cell phones/landline.
- Establishes and oversees contracts for on-going services such as janitorial; computer; telephone; photocopier; kitchen equipment; plumbing; electrical; etc.

- Applies for annual alarm permit and manages contract with monitoring company including repairs and maintenance. Updates alarm codes for entering and exit staff and contractors as required.
- Maintains current operational information such as emergency contacts; repair call list; phone extension list; computer/phone passwords; alarm codes; and other password recording.

Required Qualifications

- Minimum 5 years related experience providing administrative support and facilities management.
- Demonstrated computer and IT aptitude including word, excel, Quickbooks & Wordpress.
- Demonstrated administrative skills, including report writing and stats development.
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities.
- Must have a working knowledge and analysis of the issues impacting women in the dtcs, including violence against women, mental health, homelessness, and addictions.
- Candidate must work from strong feminist analysis and within an anti-oppression framework.
- Strong conflict resolution skills and practice.
- Demonstrated crises intervention training and experience.
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner.
- 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.

Reports to: Shelter Manager

POSITION DETAILS:

- Excluded / Non Union – Temporary / Part-Time position
- Wage rate \$25.00 per hour – Sunday, Monday, Thursday - 20 hours per week

*Excellent health and welfare benefits at the conclusion of a successful probationary period

POSTING DETAILS: Submit cover letter and resume to - The Shelter Facilities and Administrative Coordinator Hiring Committee, in person, via fax (604) 681-8470 or email hr@dewc.ca

CLOSING DATE: Internal / External - Wednesday, May 17 @ 5pm

***Aboriginal women and women of colour are strongly encouraged to apply / additional languages spoken an asset ***

Please NO phone call or email enquiries. Only shortlisted candidates will be contacted