

Downtown Eastside  
**Women's  
Centre**



**DEWC is seeking a full time, skilled & highly organized  
Facilities and Administrative Coordinator  
With excellent time management and interpersonal skills.**

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 full-time **Facilities and Administrative Coordinator** works with the management team to administer the effective and efficient financial, governance, operations and facilities, and office administration systems and supports. Reporting directly to the Executive Director she works to maintain organizational procedures and policies. She will work from a feminist perspective and within an anti-oppression framework.

## **Role Summary**

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### Governance

- Provides administrative support to the Board of Directors and its Committees including the compiling, maintenance, and distribution of minutes and correspondence.
- Facilitates compliance with the societies act and other regulatory requirements
- Facilitates the annual audit including maintaining the Audit binder, sending funder contract verifications, and obtaining signing documents from bank.

### Records Management

- Develops and maintains administrative, operations, and finance records management systems. Archives documents and files, ensuring their appropriate storage.
- Updates and maintains governance, society and payroll documents including membership list, attendance records and payroll documents.

### Finance

- Processes financial donations including updating the donor data base. Prepares and makes bank deposits, ensuring communication with DEWC Book Keeper.
- Codes and processes accounts payable. Submits prepared AP for approval, investigating irregularities. Facilitates signing of cheques in accordance with Board policy.

### Operations and Facilities

- Handles general correspondence & maintains the DEWC website ensuring adherence to policy.
- Monitor and orders facilities, stationary, and office supplies as well as establishes supplier accounts.

- Facilitate and coordinate maintenance and repair needs by ordering service contracts and arranging for maintenance and repairs through the Property Management and/or service contractors.
- Maintain operational information and permits such as health, alarm and phone system, extension list, computer/phone passwords, alarm codes, and other password recording.

## Required Qualifications

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- ✓ 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 dtes, 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 the Executive Director

### **POSITION DETAILS:**

- Excluded / Non Union – Permanent / Full Time position
- Wage rate \$25.00/hour - 70 hours bi-weekly / fort night flex schedule

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

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

**CLOSING DATE: Tuesday, August 14, 2018 at 5:00pm**

**POSITION START DATE: ASAP**

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

**\*\*Please NO phone call or email inquiries. Only shortlisted candidates will be contacted\*\***

