

Cultural Programmer

Permanent / Full-Time / Posting ID#19-001

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

The Cultural 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. Her responsibility will include working with DEWC Indigenous Elder's program members ensuring relevant programming that maximizes decision making and participation of centre members

Reporting directly to the Program Development Manager, the Cultural 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

Participates in planning and development of arts activities and workshops

Coordinates volunteer facilitators and scheduling of programs

Indigenous Elder's Programming

Works with the DEWC Elders program members to plan and coordinate cultural and recreational programs and activities.

Organizes and facilitates the participation of DEWC elders at the annual Elder's Gathering

Community Networking and Liaison

Works with community Indigenous 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 updates resources relevant to Centre Programming ie. out of centre/community events and opportunities

Coordinates the DEWC Newsletter, ensuring Calendar and contributions specific to the program

Administration:

Ensures funder reports accurately reflect contract requirement. Provides activity reports to the management team. Provides statistics and relevant data that will support fundraising activities for the program.

Training:

Engage in trainings 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
- Class 4 drivers license (an asset)
- Women with addiction issues, need to be at least 2 years clean and sober

Position reports to: Program Development Manager

POSITION DETAILS:

- Start Date: ASAP
- Permanent - Full-Time, 35 hrs - week / Tues – Sat 9 day fortnight schedule
- Union Positions: BCGEU / \$23.00 per hour + generous health and wellness benefits
- Location – DEWC Drop-In Centre, 302 Columbia St. Vancouver
- Application Closing Date: Internal - March 11, 2019 / External – March 17, 2019 at 5:00pm

POSTING DETAILS:

Please submit cover letter and resume to the attention of: **Cultural Activity Programmer Hiring Committee** via fax (604)681-8470 or email humanresources@dewc.ca

Aboriginal women and women of colour are strongly encouraged to apply / Additional languages spoken an asset.

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