

Shelter Skills Development / Programming Coordinator

Permanent / Full-Time / Posting ID#SDP19-001

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 Skills Development / Programming Coordinator is responsible for the facilitation of a skills development program within the Emergency Night Shelter for women who live in the Downtown Eastside of Vancouver. She will ensure the recruitment, orientation, training, and scheduling of program participants. She will work in collaboration with DEWC staff to develop and implement planning for the Skills Development Program to meet the needs of the organization and the participant members.

Reporting directly to the Shelter Specialized Services Manager the Skills Development / Programming Coordinator 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.

Volunteer Programming

Coordinates all aspects for the Skills Development Program for the Emergency Night Shelter location. Recruits DTES residents and centre members for the program. Organizes a monthly volunteer gathering for support, scheduling and problem-solving. Organizes special events including x-mas dinner, staff appreciation, and summer bbq. Provides information, training, referral, and support to the Skills Development program participants.

Outreach and Liaison

Supervises community service volunteers, incentive programs, and community program hours. Facilitates practicum students and community placements working with social service organizations and/or educational institutions. Develops and maintains links with other community agencies that work support skills development and attends meetings and community events as appropriate. Facilitates volunteer/student contact with specialized services or other DEWC programs as necessary.

Education and Programming

Coordinates out of area volunteers to support Centre programming including special events. Oversee and ensures point of contact for on-going programs such as sewing groups, beading, etc. Develops and facilitates educational workshops and programs

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.

Organization

Attends and participates in weekly staff meetings, staff development sessions. Participates in hiring committees, evaluations, and on 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
- ✓ 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
- ✓ Skilled in program facilitation and development as well as working in partnerships with allied service providers
- ✓ 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: Shelter Specialized Services Program Manager

POSITION DETAILS:

- Start Date: ASAP / Permanent, Full-Time / Flex Sunday, Monday - Thursday, 9 day fortnight schedule
- Union Positions: BCGEU / \$23.00 per hour + generous health and wellness benefits
- Location – DEWC Emergency Night Shelter, 412 Cordova St., Vancouver
- Application Closing Date: Internal – February 28, 2019 / External – March 7, 2019 at 5:00pm

POSTING DETAILS:

Please submit cover letter and resume to the attention of: **Skills Development 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.

*****While we thank all applicants for their interest, only shortlisted candidates will be contacted*****