

DEWC is seeking a woman with good communications skills for the role of Development and Communications Student Assistant

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 Development and Communications Assistant will support fund development, communications, and marketing while working within the philosophy, mission and mandate of the DEWC. Reporting to the Fund Development Coordinator, she will assist with a variety of tasks related to fundraising and marketing of the charity.

Role Summary:

Grant writing: Researches funding sources and opportunities for grant applications; compiles documents & support information for grant applications; and drafts grant applications.

Donor Engagement: Tracks donations and assists with recognition and engagement of donors. Conducts research to identify individual, government, corporate and foundation donor prospects. Assists with maintenance of information in donor database.

Fundraising: Works with staff in the development of fundraising events and activities including a fashion show fundraiser and charity runs. Organizes logistics for events; help to solicit partnerships, in-kind donations, and community sponsorships; and coordinate event promotions; helps to solicit partnerships and in-kind donations. Maintains the tracking of donations and assists with donor engagement and recognition.

Marketing: Assists in the development of marketing initiatives to attract new donors; improving online information sources regarding the charity; completing website updates for organization's public page; and coordinates social media, including facebook, twitter, etc.

Administrative: Researches volunteer and practicum placement opportunities; and assists with general office and administrative tasks as required.

Drop-in Centre Support: Assists with general day-to-day duties of the drop-in program, including the facilitation of basic services such as meals, showers, clothing, and toiletries; and helping to maintain a clean and welcoming environment.

Other: Additional responsibilities required that support fundraising and marketing for the charity.

Required Qualifications

- ✓ Female applicants only (inclusive of transgender and self identified women).
- ✓ Basic computer skills required, more advanced skills an asset.
- ✓ Good writing, communication and organizational skills required.
- ✓ Knowledge of social media platforms and WordPress an asset.
- ✓ Previous marketing and experience an asset.
- ✓ Experience working with non-profit or community organizations an asset.
- ✓ Knowledge of issues impacting women in Vancouver's Downtown Eastside, including violence against women, mental health, homelessness, and addictions an asset.
- ✓ Candidate must undergo a criminal record check.
- ✓ Women with addiction issues need to be at least 2 years clean and sober.

POSITION DETAILS:

- Approximately a 8-week part-time contract
- Administrative office hours and schedule to be determined with successful candidate.

POSTING DETAILS:

Please submit cover letter and resume to the attention of: **Development and Communications Assistant 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. While we thank all applicants for their interests, only shortlisted candidates will be contacted*****