

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

About DEWC

The Downtown Eastside Women's Centre exists to support and empower women and children living in extreme poverty in the Downtown Eastside of Vancouver. High levels of violence, homelessness, addictions and poverty characterize this community where women and children are particularly vulnerable to exploitation, injustice and injury. Through the Drop-In Centre and Emergency Night Shelter, we provide practical support to over 500 women and children daily to survive the conditions of ill health and violence that surround them.

The Opportunity

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.

About You

- ✓ You are a female applicant (inclusive of transgender and self identified women).
- ✓ You have basic computer skills, more advanced skills an asset.
- ✓ You have good writing, communication and organizational skills.
- ✓ You are knowledgeable of social media platforms and WordPress.
- ✓ You have marketing experience.
- ✓ You have experience working with non-profit or community organizations an asset.
- ✓ You have knowledge of issues impacting women in Vancouver's Downtown Eastside, including violence against women, mental health, homelessness, and addictions an asset.

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*****
