



Fundraising & Communications Coordinator

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 Fundraising & Communications Coordinator will work as part of the Fund Development Team to carry out the Downtown Eastside Women's Centre (DEWC) fund development strategy. She will ensure fundraising strategies pursue opportunities to support the services, programs and project work and reflect the mission and statement of principles of the society. She will work closely with the Fundraiser Committee to lay the groundwork for improved fundraising and marketing of the Downtown Eastside Women's Centre. She will work from a feminist perspective and within an anti-oppression framework.

About You

- ✓ At least 3 years experience including donor engagement, grant writing and implementing fundraising strategies within the non-profit environment.
- ✓ You will promote and articulate the mission, mandate, philosophy, and values of the Downtown Eastside Women's Centre. You are knowledgeable of the issues impacting women in the dtes, including gender-based violence, mental health, homelessness, and addictions.
- ✓ Must have knowledge of and aptitude for social media platforms and be IT proficient.
- ✓ You are an excellent communicator including report writing
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- ✓ Experience with all aspects of event planning is required.
- ✓ You have certification for First Aid.

Benefits of Joining the DEWC Team

Healthcare: Extended health includes MSP, dental, vision, prescription medications, select alternative therapies, EAP life insurance and long-term disability.

Vacation & Leave: Vacation at 6% in the first year and 8% after. Sick leave credit. Access to other special leaves to handle family or personal situations.

For your Retirement: Enrolled in the Municipal Pension Plan with a matching contribution from DEWC when eligible.

Other perks: Compressed work schedule, Employee loan program; Regular staff development days; DEWC employees are considered first for any open positions.

POSITION DETAILS:

- Start Date: July 2, 2019, Application Closing Date: June 5, 2019
 - Perm. full-time, salaried position \$51,000 annually + benefits
- Submit cover letter and resume to: **Fundraising and Communications Coordinator** ID # FC19-001
via fax (604) 681-8470 or email humanresources@dewc.ca

For full job description visit: www.dewc.ca/career

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

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