



Cultural Programmer Job Description

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 up-dates 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 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

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