

Compensation & Benefits Administrator

About DEWC

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centers and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them. See website (www.dewc.ca) for details on our mission and mandate as well as programs and services.

The Opportunity

The Compensation & Benefits Administrator is responsible for managing all aspects of the DEWC employee compensation and benefits systems including payroll and benefits, staff scheduling, and maintaining personnel files in compliance with all legislative and regulatory requirements. Reporting directly to the Human Resources Manager, the Compensation and Benefits Administrator will work closely with the DEWC Administrative and Management Team to ensure smooth operations and accurate application of the HR functions. She will work from a feminist perspective and within an anti-oppression framework.

About You

- ✓ Minimum 3 years related human resources administration experience preferable within a not-for-profit, unionized environment
- ✓ Demonstrated computer and IT aptitude including word, excel, and Quickbooks
- ✓ Knowledge of employment standards, and employment related acts & regulations.
- ✓ Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- ✓ Excellent communication skills required
- ✓ Must have a strong working knowledge of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addiction

Benefits of Joining the DEWC Team

Healthcare: Extended health & dental coverage including vision, prescription medications, alternative therapies, EAP, life insurance and long-term disability.

Paid time off: 3 weeks paid vacation in the 1st year, 4 weeks after 1 year; 12 paid statutory holidays; 12 paid sick days annually. Access to time off to handle family or personal situations.

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

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

POSITION DETAILS:

- Temporary, full-time, 9 day fortnight schedule
- Excluded position: \$29 - \$33 per hour based on experience
- Application Closing Date: Until Position is Filled/ Start Date: ASAP

Submit **cover letter and resume** to: Recruitment & Retention Coordinator Hiring via careers@dewc.ca

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

Indigenous 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