

## **Executive Assistant**

### **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](http://www.dewc.ca)) for details on our mission and mandate as well as programs and services.

### **The Opportunity**

The Executive Assistant will provide administrative support to the Director of Programs as well as the other housing and specialized services staff of the Downtown Eastside Women's Centre. Reporting directly to the Director of Programs, the Executive Assistant will work in collaboration with other DEWC staff to ensure services to women. She will work from a feminist perspective and within an anti-oppression framework.

### **About You**

- ✓ 3+ years experience in an similar Administration role
- ✓ Demonstrated administrative skills, including report writing
- ✓ Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- ✓ Strong computer and IT skills including Office365, Salesforce, Word, Excel, and QuickBooks
- ✓ Must have a strong working knowledge and analysis of the issues impacting women in the downtown eastside, Candidate must work from strong feminist analysis and within an anti-oppression framework
- ✓ 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
- ✓ Hourly position that requires some work outside of normal business hours to undertake position

responsibilities, meet deadlines, and ensure delivery of high-quality programs and services.

### **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 1<sup>st</sup> 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.

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### **POSITION DETAILS:**

- Permanent, full-time, 9 day fortnight schedule
- Excluded position: \$28 - \$30 per hour based on experience
- Application Closing Date: Until Position is Filled/ Start Date: ASAP

Submit **cover letter and resume** to: Executive Assistant Hiring via [careers@dewc.ca](mailto:careers@dewc.ca)

For full job description visit: [www.dewc.ca/career](http://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\*\**