

Downtown Eastside

Women's
Centre



Power of Women to Women Project Coordinator Job Description

The Power of Women to Women Project Coordinator will seek to address issues related to a lack of participation of women in the downtown eastside in areas of decision making, public awareness, program delivery and policy development.

The Coordinators will develop and implement women centered learning encounters focused on social justice, equality, and social change. Using a Popular Education model, she will engage with women from the community and facilitate the development of community organizing initiatives.

Program Development

Coordinate and facilitate weekly peer support groups for women to organize around social justice issues as identified by the participants. Facilitate opportunities for women to build on their organizing skills through workshops, learning exchanges, talking circles.

Engage group participants in social change efforts concerning identified issues. Coordinate the opportunity for women to advocate for reform on behalf of women living in the downtown eastside.

Actively participates as a team member in collaboration with the Skills Development Coordinator to support volunteers from the community. Work with Centre members, volunteers and staff to produce the DEWC monthly newsletter.

Outreach

Develop and maintain links with other community agencies that work in the areas of women, poverty, and violence.

Network with community groups and organizations to identify existing strategies of including women in decision making processes

Administration

Maintain and provide monthly statistical reports and adhere to funders reporting requirements. Submit quarterly program activity to the Board of Directors.

In-Centre Participation

Attend and participate in weekly staff meetings, staff development sessions. Participate in hiring committees, evaluations, and on committees as required. Participate and assist in Centre special events and activities as necessary.

All Centre staff, including the project coordinator are expected to support the drop-in area staff and volunteers as necessary

Required Qualifications:

Minimum 3 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

Ability to apply Popular Education, Self-Help, and Peer Support theory, as well as feminist principles into the development and facilitation of groups and activities

Extensive experience facilitating social justice 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

Women with addiction issues, need to be at least 2 years clean and sober

Position reports to: Drop-In Program Development Manager