

Shelter Skills Development / Programmer Coordinator

About DEWC

The Downtown Eastside Women's Centre has existed since 1978 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. We work to provide security, basic needs and support to encourage women to make long-term changes by identifying and removing barriers to full participation in the larger community.

The Opportunity

The Skills Development / Programming Coordinator is responsible for the facilitation of a skills development program within the Emergency Night Shelter for women who live in the Downtown Eastside of Vancouver. She will ensure the recruitment, orientation, training, and scheduling of program participants. She will work in collaboration with DEWC staff to develop and implement planning for the Skills Development Program to meet the needs of the organization and the participant members. Reporting directly to the Shelter Specialized Services Manager the Skills Development / Programming Coordinator 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.

About You

- ✓ You have at least 3 years experience working with low-income women, at least 2 years in a women serving or inner-city drop-in environment
- ✓ You will promote and articulate the mission, mandate, philosophy, and values of the Downtown Eastside Women's Centre and create positive relations with all stakeholders necessary in order to support DEWC objectives
- ✓ You are knowledgeable of the issues impacting women in the dtes, including gender-based violence, mental health, homelessness, and addictions with an understanding of trauma-informed care responses. You work from a feminist analysis and within an anti-oppression framework
- ✓ You have experience developing and facilitating programs and groups including assessing and evaluating
- ✓ You have extensive experience in the development and facilitation of cultural, recreational, and arts groups and activities
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- ✓ You have demonstrated experience providing assisted referral as well as familiarity with support services, agencies and community resources in the dtes
- ✓ You have certification for First Aid, and NVC

Benefits of Joining the DEWC Team

Healthcare: Our extended health program includes MSP premiums, dental, vision, prescription medications, select alternative therapies, life insurance and long-term disability. We also have an Employee and Family Assistance program.

Vacation & Leave: All staff work a compressed week - nine-day fortnight - giving you a long weekend every other week. You receive 3 ½ weeks' vacation for the first year and 4 weeks after with and the ability to carry over one week into the next year. We offer sick leave credit of 7 hours per month which can accumulate up to 30 weeks. Access to other special leaves to handle family or personal situations.

Other perks: An employee loan program; Regular staff development days; First crack at open positions; Training and facilitation opportunities

POSITION DETAILS:

- Start Date: ASAP / Temporary - Full-Time, 35 hours per week / 9 day fortnight schedule, Tuesday-Saturday
- Union (BCGEU) - \$23.50 per hour.
- Location – Emergenc Shelter, 412 Cordova St, Vancouver
- Applications accepted until: Internal – September 1, 2020 / External – September 8, 2020 at 5:00pm

Please submit cover letter and resume to the attention of: **Skills Development Hiring Committee** via email careers@dewc.ca

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

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