



## **Grants & Contracts Coordinator**

### **About DEWC**

The Downtown Eastside Women's Centre exists 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.

### **The Opportunity**

The Grants and Contract Coordinator will be responsible for the overall management of funding grants and contracts of the Downtown Eastside Women's Centre (DEWC). She will plan, develop, and administer a diverse range of funding contract activities to increase funding sources including from foundations, corporations, and government granting agencies. Working closely with the Fundraising and Communications Coordinator and reporting directly to the Executive Director, the Grants and Contract Coordinator will pursue funding opportunities to support the services, programs and project work and that reflect the mission and statement of principles of the society. She will work from a feminist perspective and within an anti-oppression framework.

### **About You**

- ✓ Must have at least 3 years fund development experience including grant & report writing and administration.
- ✓ You are knowledgeable of non-profit financial and account operations including budget creation.
- ✓ You will promote and articulate the mission, mandate, philosophy, and values of the Downtown Eastside Women's Centre. You are knowledgeable of the issues impacting women in the DTES, including gender-based violence, mental health, homelessness, and addictions.
- ✓ You have excellent administrative skills,
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities.

### **Benefits of Joining the DEWC Team**

**Healthcare:** Extended health includes dental, vision, prescription medications, select alternative therapies, EAP life insurance and long-term disability.

**Vacation & Leave:** Vacation at 6% in the first year and 8% after. Sick leave credit. Access to other special leaves to handle family or personal situations.

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

**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:**

- Start Date: December 7, 2020 / Application Closing Date: November 15, 2020
- Temporary (With Possibility Of Permanent) Full-Time
- Salaried position \$54,000 annually + generous benefits

Submit cover letter and resume to: **Grants & Contracts Coordinator** ID# GC20-001  
Via email [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\*\***