

Indigenous Women's Project Coordinator Job Description

The Indigenous Women's Project Coordinator will work with Indigenous women and Elders who access the Downtown Eastside Women's Centre facilitating their engagement pursuing the recommendations contained within Red Women Rising, Calls for Justice, and Getting to the Roots. The Indigenous Women's Project Coordinator will also plan, develop, and implement cultural, recreational, social and/or educational programs for Indigenous Elders that are consistent with the mission and mandate of the DEWC.

Reporting directly to the Program Development Manager, the Indigenous Women's Project 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.

Community Advocacy

Facilitating the engagement of Indigenous Women and Elder's to identify and develop strategic actions to pursue the recommendations contained within Red Women Rising: Indigenous Women Survivors in Vancouver's Downtown Eastside; Reclaiming Power & Place: the final report of the National Inquiry into Missing and Murdered Indigenous Women and Girls, and Getting to the Roots: Exploring Systemic Violence against Women in the Downtown Eastside.

Develop a comprehensive and culturally responsive engagement plan to involve women of the community, community agencies, and all levels of government in response to the identified recommendations.

Coordinate and facilitate groups for Indigenous women and Elder's to organize around the recommendations as prioritized by the participants.

Facilitate opportunities for Indigenous Women and Elders to build on their organizing skills through workshops, learning exchanges, talking circles.

Elder's Programming

Plan, organize and implement cultural, recreational, social, and/or educational programs and activities for Indigenous Elders that can take place inside or outside the DEWC

Provides cultural support as needed to Elder's accessing DEWC

Organizes and facilitates the participation of Elders at the annual Elder's Gathering

Outreach and Liaison

Works with community, Indigenous, and social service organizations to support the project activities and programming opportunities

Develops partnerships and act as liaison with community groups in the development and support of Indigenous Women's project and Elder's programming

Administration:

Maintains and up-dates resources relevant to Indigenous Women's Project ie events, activities, training, and opportunities

Contributes to the DEWC Newsletter, ensuring calendar and contributions specific to the program

Ensures funder reports accurately reflect contract.

Required Qualifications:

- Must have a strong working knowledge and analysis of the issues impacting Indigenous Women in the DTES, including gender based violence, homelessness, child apprehension, and addiction.
- Considerable understanding and knowledge of historical and present day impacts of colonialization on Indigenous women and girls
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Experience developing and facilitating social justice initiatives, programs, and groups including assessing and evaluating
- Extensive experience in the development and facilitation of cultural, recreational, and educational activities
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated administrative skills, including report writing
- Understanding and practice trauma informed response when working with women
- Strong conflict resolution skills and practice
- Must have strong computer skills and IT aptitude
- 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 and pass a criminal record check
- Women with addiction issues are required to have at least 2 years of recovery time

Position reports to: Program Development Manager