

Administration 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 Administrative Coordinator provides administrative support to the management and fund development team of the Downtown Eastside Women's Centre (DEWC). She ensures overall effective and efficient financial, governance, operations, and office administration systems and support. Reporting directly to the Executive Director, the Administrative Coordinator 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

- ✓ You have a minimum of 5 years related experience
- ✓ You have demonstrated computer and IT aptitude including Microsoft Word, Excel, and QuickBooks
- ✓ You have demonstrated administrative skills, including report writing
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- ✓ 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 Indigenous women in the dtes, including gender-based violence, mental health, homelessness, and addictions with an understanding of trauma-informed care responses.
- ✓ You have strong conflict resolution skills and practice
- ✓ You have excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members

Benefits of Joining the DEWC Team

Healthcare: extended health includes MSP, 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.

Other perks: Compressed work schedule, employee loan program; Regular staff development days; DEWC employees are considered first for any open positions

POSITION DETAILS:

- Start Date: ASAP / Excluded / Non Union – Permanent / Full Time position
- Wage Rate - \$27.00 / hour - 70 hours bi-weekly / Monday – Thursday, Flex Friday, 9 Day - Fortnight Schedule
*Excellent health and welfare benefits at the conclusion of a successful probationary period
- Application closing date: Friday, April 16, 2021 at 5:00pm

Submit cover letter and resume to: **Administrative Coordinator Hiring Committee Posting ID #AC20-001**
Via email careers@dewc.ca

For full job description visit: www.dewc.ca/career

Aboriginal 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