

DEWC is seeking a woman with good communications skills for the role of Communications and Fundraising Assistant

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, 24-hour Emergency Shelter, and additional warming spaces, 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 Communications Assistant will support communications and marketing projects while working within the philosophy, mission and mandate of DEWC. Reporting to the Fund Development Team, she will assist with a variety of tasks related to the marketing of the charity.

About You

- ✓ You are a female applicant (inclusive of transgender and self-identified women).
 - ✓ You have good computer skills.
 - ✓ You have good writing, communication and organizational skills.
 - ✓ You are knowledgeable of design programs (Canva, Adobe Suite), social media platforms and WordPress.
 - ✓ You have communications/marketing experience or transferable experience.
 - ✓ You have experience working with non-profit or community organizations.
 - ✓ You have knowledge of issues impacting women in Vancouver's Downtown Eastside, including violence against women, mental health, homelessness, and addictions.
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POSITION DETAILS:

- Approximately 8-week part-time contract.
- Administrative office hours and schedule to be determined with successful candidate.
- Applicant must be 30 years old or younger.
- Applicant must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

POSTING DETAILS:

Please submit cover letter and resume to the attention of: **Communications Assistant Hiring Committee** via email at: funddevelopment@dewc.ca Job ID#FCA21-002

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

*****Please NO phone call enquiries. While we thank all applicants for their interests, only shortlisted candidates will be contacted*****
