

Communications & Fundraising Assistant

The Downtown Eastside Women's Centre (DEWC) has existed since 1978 to support and empower women and children living in extreme poverty in Vancouver's Downtown Eastside (DTES). Each year, DEWC assists thousands of women with trauma-informed approaches to care, culturally relevant programming, and service provision at four women-only (cis, trans and 2s inclusive) spaces in the DTES. The Communications & Fundraising Assistant will join the Fund Development Team in supporting marketing, social media account management, events, and fundraising while working within the philosophy, mission and mandate of DEWC.

Role Summary:

Marketing & Promotions

- Assist in promotion of DEWC programs and fundraising events, including Herstory in Focus (annual gala event), third-party fundraisers, and charity runs (Eastside 10k)
- Assist with production of electronic media including website (Wordpress platform), social media, e-newsletter
- Design promotional materials including posters, event invitation, brochures, etc., and PowerPoint presentations for donor presentations
- Assist with the planning and delivery of fundraising events, including securing contractors, requesting silent auction items, handling RSVP lists
- Photograph and edit images of DEWC programs and events
- Film and edit video clips of staff, women at DEWC, messages to donors and supporters
- Attend events on behalf of the organization
- Provide back-up for reception and other tasks

Fundraising

- Assist with receipting tasks for donors
- Assist with donor recognition strategies including thank you notes, phone calls and e-mails
- Conduct research to identify individual, government, corporate and foundation donor prospects
- Compile documents & support information for grant applications
- Draft grant applications with support from Grants and Contracts Coordinator
- Assist with other fundraising and administrative tasks as required

Required Qualifications

- Female applicants only (inclusive of transgender and self-identified women)
- Must be between the ages of 15-30
- Strong design skills with advanced knowledge of Adobe Creative Suite
- Strong writing, communication and organizational skills required
- Ability to problem solve and research information
- Strong computer skills and familiarity with MS Office, Outlook
- Knowledge of social media platforms and WordPress an asset
- Video (filming, editing) skills are considered an asset
- Experience working with non-profit or community organizations an asset
- Knowledge of issues impacting women in Vancouver's Downtown Eastside, including violence against women, mental health, homelessness, and addictions an asset
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober
- Must be prepared to work flexible hours occasionally