

## **Manager Administration & Operations**

### **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 Manager of Administration & Operations (the Manager) oversees the DEWC Administrative Team to evaluate, improve, and ensure that the day-to-day operations of the agency run smoothly and efficiently. She contributes to the development of efficient operations providing leadership in the area of operational/administrative/facility support.

Reporting to the Executive Director, she will ensure that DEWC has effective and efficient systems in order to fully support the delivery of programs and services.

### **About You**

- ✓ Must have at least 2 years in a similar Management role.
- ✓ You have management experience supervising staff, and substantial experience in operations management
- ✓ 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.
- ✓ Must have strong computer and IT skills including Microsoft 365, Salesforce or other CRM system
- ✓ You are an excellent communicator including report writing
- ✓ 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: ASAP, Application Closing Date: Friday, November 6, 2021 at 5:00pm
- Perm. full-time, salaried position \$65,000 - \$ 75,000 annually + generous benefits  
Submit cover letter and resume to: **Manager Administration & Operations** ID# MAO21-001  
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\*\**