

## Director of Advocacy for Indigenous Women Job Description

The Director of Advocacy for Indigenous Women will support efforts to advance conditions for Indigenous Women by clearly and consistently positioning the discussion and recommendations identified within [Red Women Rising](#) at the front and center of decision-making both internally to DEWC and externally. The role will have a strong focus on building and maintaining relationships with decision-makers, organizations, and community and DEWC members.

Working in collaboration with the Indigenous Women's Project Coordinator and the leadership team, the Director of Advocacy for Indigenous Women will serve as the primary lead and representative for DEWC in related coalition work; community engagement, and serve as an educator on issues impacting Indigenous women, families, and communities.

### **Advocacy**

- Works the Indigenous Women's Project Coordinator, the community, DEWC members, and partners to develop and implement strategies for advancing 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*.
- Identify and monitor current and pending federal, provincial and municipal legislation falling under the scope identified within Red Women Rising facilitating input and developing appropriate responses.
- Identify key stakeholders: individuals, organizations, businesses and communities to determine potential partners for policy development and advocacy work
- Serve as a representative at meetings and presentations to share the Red Women Rising agenda, keeping DEWC informed of work in the community.

### **Governance**

- Works with the DEWC Board of Directors, Executive Director, and leadership team to define and develop organizational priorities to align DEWC policies, procedures, and practices with Red Women Rising recommendations.
- Work with the DEWC Fundraising and Communications Coordinator to develop a range of approaches for informing internal and external audiences of policy and advocacy matters (reports, blog posts, website content, events, trainings, webinars, and workshops).
- Facilitates the development of capacity building opportunities for the Board of Directors

### **Human Resources**

- In collaboration with DEWC members and the leadership team, advise on DEWC staff training towards supporting relevant and responsive programs and services.
- Provides input and recommendations to support staff recruitment and retention strategies that are in line with Red Women Rising recommendations.

### **Other**

- Other duties not specified that may be assigned from time to time.

## **Qualifications:**

- Experience in non-profit management with at least 3 years experience in an executive management position.
- Must have a strong working knowledge and analysis of the issues impacting Indigenous women in the DTES, including gender based violence, MMIWG, mental health, homelessness, and addictions
- Significant experience in policy development and advocacy within a non-profit environment
- Knowledge of non-profit financial and account operations
- Detailed oriented person with the ability to manage multiple responsibilities and tasks simultaneously
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Understanding of and practices a trauma informed care response when working with women
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated communication skills, including report writing
- Strong conflict resolution skills and practice
- 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 a criminal record check
- Salaried position that requires some work outside of normal business hours to undertake position responsibilities, meet deadlines, and ensure delivery of high-quality programs and services.

***For Bona fide position requirements Indigenous women only will be considered***

Reports to: Executive Director

## **Organizational Status**

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəy̓əm*, *Skwxwú7mesh*, and *səl̓ílwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, DEWC provides supportive surroundings with meals, shelter, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighborhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty, gender based violence, and extreme marginalization. Home to populations made vulnerable including those who are homeless, mentally ill, and/or with addictions, it is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma. DEWC staff are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work.