

## **Facilities Coordinator**

(Position roles and reporting structure currently under review and may be adjusted)

### **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 Facilities Coordinator is responsible for the daily operational, maintenance, and repair needs of the Downtown Eastside Women's Centre locations in a manner consistent with industry best practices ensuring a safe and reliable environment for the delivery of programs and services. Reporting directly to the Executive Director, the Facilities Coordinator will work in collaboration with other DEWC staff to ensure smooth operations of DEWC services to women. She will work from a feminist perspective and within an anti-oppression framework.

### **About You**

- ✓ Must have at least 3 years in a similar role.
- ✓ You have Occupational Health and safety or other workplace safety experience and/or training
- ✓ 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
- ✓ 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 / Excluded / Non Union – Permanent and temporary vacancies / Full Time position
- Wage range - \$27 - \$31 depending on qualifications and experience.
- Application Closing Date: November 30<sup>th</sup>, 2021 at 5:00pm

Submit cover letter and resume to: **Facilities Coordinator** ID# FC21-001  
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\*\**