

Indigenous Women's Project Coordinator Job Description

The Indigenous Women's Project Coordinator will work with Indigenous women and Elders who access the Downtown Eastside Women's Centre facilitating their engagement in pursuing the recommendations contained within Red Women Rising, Calls for Justice, and Getting to the Roots.

Working closely with the Director of Advocacy for Indigenous Women, reporting directly to the Program Development Manager, the Indigenous Women's Project Coordinator will work in collaboration with other DEWC staff to promote integrated services to women. She will work from a feminist perspective and within an anti-oppression framework.

Community Advocacy

- Facilitating the engagement of Indigenous Women and Elder's to identify and develop strategic actions to pursue 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.*
- Develop a comprehensive and culturally responsive engagement plan to involve women of the community, community agencies, and all levels of government in response to the identified recommendations.
- Coordinate and facilitate groups for Indigenous women and Elder's to organize around the recommendations as prioritized by the participants.
- Facilitate opportunities for Indigenous Women and Elders to build on their organizing skills through workshops, learning exchanges, and talking circles.

Outreach and Liaison

- Works with community, Indigenous, and social service organizations to support the project goals and activities.
- Develops partnerships and act as liaison with community groups in the development and support of the Indigenous Women's project

Administration/Organization:

- Maintains and up-dates resources relevant to the Indigenous Women's Project ie events, activities, training, and opportunities.
- Contributes to the DEWC Newsletter, ensuring calendar and contributions specific to the program
- Ensures funder reports accurately reflect contract requirements
- Supports the operational needs of the organization by attending staff meetings and staff development training opportunities, sitting on various committees as needed, covering for front line staff when needed.

Other

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

Required Qualifications:

- Must have a strong working knowledge and analysis of the issues impacting Indigenous Women in the DTES, including gender based violence, homelessness, child apprehension, and addiction.
- Considerable understanding and knowledge of historical and present day impacts of colonialization on Indigenous women and girls
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Experience developing and facilitating social justice initiatives, programs, and groups including assessing and evaluating
- Extensive experience in the development and facilitation of educational workshops and activities
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated administrative skills, including report writing
- Understanding and practice trauma informed response when working with women
- Strong conflict resolution skills and practice
- Must have strong computer skills and IT aptitude
- 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 and pass a criminal record check
- Women with addiction issues are required to have at least 2 years of recovery time

For Bona fide position requirements Indigenous women only will be considered

Position reports to: Program Development Manager

Organizational Status

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəy̓əm*, *Sḵwxwú7mesh*, and *səlilwətaʔ*), 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, have mental illness, and/or 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. DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women's trauma and the consequences of injustice.