



## **Skills Development & Programming Coordinator**

### **About DEWC**

The Downtown Eastside Women's Centre has existed since 1978 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. We work to provide security, basic needs and support to encourage women to make long-term changes by identifying and removing barriers to full participation in the larger community.

### **The Opportunity**

The Skills Development Worker is responsible for the facilitation of a skills development program within the Drop-In Centre for women who live in the Downtown Eastside of Vancouver. She will ensure the recruitment, orientation, training, and scheduling of program participants. She will work in collaboration with DEWC staff to develop and implement planning for the Skills Development Program to meet the needs of the organization and the participant members. Reporting directly to the Program Development Manager, the Skills Development Worker 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.

### **About You**

- You have at least 3 years experience working with low-income women, at least 2 years in a women serving or inner-city drop-in environment
- You will promote and articulate the mission, mandate, philosophy, and values of the Downtown Eastside Women's Centre and create positive relations with all stakeholders necessary in order to support DEWC objectives
- You are knowledgeable of the issues impacting women in the dtes, including gender-based violence, mental health, homelessness, and addictions with an understanding of trauma-informed care responses. You work from a feminist analysis and within an anti-oppression framework
- You have experience developing and facilitating programs and groups including assessing and evaluating
- You have extensive experience in the development and facilitation of cultural, recreational, and arts groups and activities
- You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- You have demonstrated experience providing assisted referral as well as familiarity with support

services, agencies and community resources in the dtes

### **Benefits of Joining the DEWC Team**

**Healthcare:** Our extended health program includes MSP premiums, dental, vision, prescription medications, select alternative therapies, life insurance and long-term disability. We also have an Employee and Family Assistance program.

**Vacation & Leave:** You accumulate vacation at 6% in the first year and then 8% with the ability to carry over one week into the next year. We offer sick leave credit which can accumulate up to 30 weeks. Access to other special leaves, to handle family or personal situations

**For your Retirement:** When eligible, you will be enrolled in the Municipal Pension Plan with a matching contribution from DEWC.

**Other perks:** An employee loan program; Regular staff development days; DEWC employees are considered first for any open positions; Training and facilitation opportunities.

### **POSITION DETAILS:**

- Start Date: ASAP – Permanent/ Full-Time, Tuesday–Saturday, Flex Saturday / 70hrs Bi-Weekly
- Union: BCGEU / Salary \$24.23.00 per hour + generous health and wellness benefits
- Location: 412 E Cordova St. Vancouver
- Posting closing date: Open until the position is filled

Please submit cover letter and resume via email [specialist1@dewc.ca](mailto:specialist1@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\*\****