

## **Maintenance Assistant**

### **About DEWC**

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centres and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them. See website ([www.dewc.ca](http://www.dewc.ca)) for details on our mission and mandate as well as programs and services.

### **The Opportunity**

The Maintenance Assistant is responsible for the daily operational, maintenance, and repair needs of the DEWC 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 Manager of Administration and Operations, the Maintenance Assistant 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 2 years experience in a similar role, preferable within a non-profit environment.
- ✓ 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 are able to promote DEWC mission, mandate, philosophy, and values
- ✓ 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 & dental coverage including vision, prescription medications, alternative therapies, EAP, life insurance and long-term disability.

**Paid time off:** 3 weeks paid vacation in the 1<sup>st</sup> year, 4 weeks after 1 year; 12 paid statutory holidays; 12 paid sick days annually; and access to time off to handle family or personal situations.

**For your Retirement:** Enrolled in the Municipal Pension Plan with a matching contribution from DEWC.

**Other perks:** Compressed work schedule, employee loan program; regular staff development days; and DEWC employees are considered first for any open positions.

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### **POSITION DETAILS:**

- Permanent, full-time, 9 day fortnight schedule/Start Date: ASAP
- Excluded position: hourly rate \$27 - \$31 depending on experience
- Application Closing Date: Until Position is Filled

Submit cover letter and resume to: Maintenance Hiring via [careers@dewc.ca](mailto:careers@dewc.ca)

For full job description visit: [www.dewc.ca/careers](http://www.dewc.ca/careers)

**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\*\**