

Fundraising & Communications Assistant
(Summer student position)

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 Centers 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) for details on our mission and mandate as well as programs and services.

The Opportunity

The Fundraising and Development Assistant will work in collaboration with the Fund Development Team to carry out DEWC's fundraising strategy. Reporting to the Fund Development Team, she will help to plan fundraising campaigns and other events, develop grant applications, create documents, source new tools and techniques, support third-party fundraisers, solicit new stakeholders, maintain the CRM database, contribute to internal and external communications, and other administrative work as necessary.

About You

- ✓ You are between the ages of 15-30
- ✓ You have some related experience or skills such as donor engagement, event planning, and/or communications within a non-profit environment.
- ✓ You can promote and articulate the mission, mandate, philosophy, and values of DEWC.
- ✓ You are knowledgeable of the issues impacting women in the DTES, including gender-based violence, mental health, homelessness, and addictions.
- ✓ Must have knowledge of and aptitude for social media platforms and be IT proficient.
- ✓ Excellent communicator including report writing
- ✓ Efficient organizational skills including record keeping, scheduling, and problem-solving abilities

POSITION DETAILS:

- Temporary– Part-time, 7 weeks contract
- Union position: BCGEU \$18-22 per hour, based on experience
- Posting Closing Date: Open until the position is filled Start Date: ASAP

Submit cover letter and resume to: **Fundraising and Communications Assistant hiring**

Via email careers@dewc.ca

For full job description visit: 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