



Human Resources Coordinator Job Description

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.

Job Summary

The Human Resources Coordinator is responsible for assisting all aspects of DEWC employee experience, including facilitating hiring strategies, orientation, training, and retention programs. Reporting directly to the Human Resources Manager, the Coordinator will work in collaboration with other DEWC staff to ensure services to women. She will work from a feminist perspective and within an anti-oppression framework.

Key Duties & Responsibilities

- Facilitate the recruitment and hiring process by posting positions, sourcing candidates, performing background checks, assisting in shortlisting, issuing job offer and employment contracts etc.
- Schedule meetings, interviews, and other related events.
- Perform orientations, onboarding, and update employee records.
- Implement recruitment strategies such as building and maintaining relations with related schools, and community programs as recruitment sources; developing on-line recruiting presence, promote referrals, and attend job fairs.
- Coordinate on-boarding processes, including presentations and materials.
- Administer retention activities in the organization ensuring appropriate communications and collaboration, such as staff surveys.
- Coordinate staff appreciation events, anniversaries, and to acknowledge successes.
- Coordinate staff evaluation procedure and tools, including an evaluation schedule.
- Assist managers in developing and scheduling performance reviews.
- Coordinate staff training systems in accordance with contract and licensing requirements and the identified needs of the DEWC.
- Support the HR Recruitment and Retention Manager with best practices initiatives.
- Keep up to date with collective bargaining, employment standards, and other relevant acts and regulation.
- Variety of administrative tasks including submitting reports and data on general activity, and updating staff information in HR software.
- Other related duties not specified that may be assigned from time to time.

Qualifications required:

- Minimum 2 years related human resources experience preferable within a non-profit, unionized environment
- Knowledge of employment standards, and other employment related acts & regulations.
- Demonstrated computer and IT aptitude including word, excel, and ADP
- Must have a strong working knowledge and analysis of the issues impacting women in the DTES, including gender based violence, mental health, homelessness, and addiction.
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated administrative skills, including report writing
- Excellent communication skills required, including the ability to work in a respectful, collaborative, and cooperative manner with co-workers, staff, and centre members
- Ability to work within a busy, chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober
- Hourly position that requires some work outside of normal business hours to undertake position responsibilities, meet deadlines, and ensure delivery of high-quality programs and services.

Reports to: Human Resources Manager

Organizational Status

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*x^wməθk^wəy'əm*, *Skw̓xwú7mesh*, and *sə́ilwətaʔ*), 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, the Centre provides supportive surroundings with meals, counseling, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighbourhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty and extreme marginalization. Home to populations made vulnerable including those who are homeless, mentally ill, and/or with 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.