

Human Resources Coordinator

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 Human Resources Coordinator is responsible for assisting all aspects of DEWC employee experience, including coordinating 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.

About You

- ✓ You have at least 2 years related experience preferable within a unionized 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 and articulate DEWC mission, mandate, philosophy, and values
- ✓ You have the ability to both work and support staff, within a busy, chaotic, crises driven environment where there are multiple demands and prioritize.
- ✓ You have efficient organizational and administrative 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 1st year, 4 weeks after 1 year; 12 paid statutory holidays; 12 paid sick days annually. 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; DEWC employees are considered first for any open positions.

POSITION DETAILS:

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

Submit **cover letter and resume** to: HR Manager via careers@dewc.ca

For full job description visit: 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