

## **Cultural Programmer 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 Cultural Programmer is responsible for the planning, development, and implementation of cultural, recreational, social and/or educational programs that are consistent with the mission and mandate of the DEWC and funding contracts.

Reporting directly to the Manager of Programs, the Cultural Programmer 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.

### **Key Duties & Responsibilities**

- In consultation with DEWC members, plan, organize and implement cultural, recreational, social, and/or educational programs and activities that can take place inside or outside the DEWC
- Work with other DEWC programs to organize special events such as National Indigenous Peoples Day; International Women's Day; holiday dinners, and seasonal activities
- Solicit and coordinate internal and external workshop/program facilitators including the scheduling of groups, programs, and activities
- Work with the dtes community groups, Indigenous, and social service organizations and other resources to enhance programming opportunities including the recruiting and establishing partnerships
- Collaborate with the fund development team to secure in-kind donations and community sponsorships to support events and programming
- Produce the monthly DEWC Newsletter including the calendar of events and contributions specific to programming
- Maintain and provide statistics and reports regarding program delivery as required
- Work collaboratively with other DEWC programs and service providing support and coverage were needed, including the Drop In and/or Shelter
- Support the operational needs of the organization such as attending staff meetings and staff development training opportunities, sitting on various committees as needed, attending fundraising events
- Act as an ambassador for DEWC by representing and modelling DEWC mission and values.
- Other related duties not specified that may be assigned from time to time

**Qualifications required:**

- Two (2) years recent related experience working with low-income women or an equivalent combination of education, training and experience
- Experience developing and facilitating programs and groups including assessing and evaluating
- Extensive experience in the development and facilitation of cultural, recreational, and arts groups and activities
- Must have a strong working knowledge and analysis of the issues impacting women in the downtown east side, including violence against women, mental health, homelessness, and addictions
- Must work from strong feminist analysis and within an anti-oppression framework
- Experience providing assisted referral as well as familiarity with support services, agencies and community resources in the Downtown Eastside
- Skilled in program facilitation and development as well as working in partnerships with allied service providers
- Understanding of and practices a trauma informed care response when working with women
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated administrative skills, including report writing and IT aptitude
- Strong conflict resolution skills and practice
- Demonstrated crises intervention training and experience
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid & NVCI certificate is required
- Candidate must undergo a criminal record check
- Valid Driving license is an asset
- 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: Manager of Programs

**Organizational Status**

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəy̓əm*, *Skwxwú7mesh*, and *səlílwətaʔ*), 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, DEWC provides supportive surroundings with meals, shelter, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighborhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty, gender-based violence, and extreme marginalization. Home to populations made vulnerable including those who are homeless, have mental illness, and/or 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.