

Skills Development and Programming 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 Skills Development and Programming Coordinator is responsible for volunteers, peers, and programming within the DEWC shelters. She recruits, orientates, and schedules volunteers and peers as well as facilitates cultural, social, recreational, and educational programs and activities for shelter members.

Reporting directly to the Specialized Services Manager, she will collaborate 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 and Responsibilities

- Coordinates all aspects for the Skills Development Program including recruiting, training, scheduling, and supporting program participants
- Develop, organize and facilitate cultural, recreational, social, and educational workshops and activities, including annual events for shelter members
- Develops and maintains links with other community agencies that support skills development and attends meetings and community events as appropriate
- Facilitates referral to specialized services or other DEWC programs as necessary.
- Consult and liaise with community service agencies to maintain up-to-date information on available resources and develop community relations
- Maintain and provide statistics and reports regarding programming and service delivery as required
- Act as an ambassador for DEWC by representing and modelling DEWC mission and values
- Work collaboratively with other DEWC programs and service providing support and coverage were needed, including the Drop In and/or Shelter
- Other related duties not specified that may be assigned from time to time

Required Qualifications:

- Two (2) years recent related experience, preferably working with marginalized women in a non profit environment
- Experience developing and facilitating programs including assessment and evaluation
- Must have a strong working knowledge and analysis of the issues impacting women in the downtown east side, including gender based violence, 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
- 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, volunteers, and center members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate and NVCI 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

Position reports to: Specialized Services Manager

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, 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.