

Skills Development and Programming 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 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 women. 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.

About You

- ✓ Must have at least 2 years related experience, preferably working with marginalized women
- ✓ You have knowledge and skills developing and facilitating cultural, recreational groups and activities
- ✓ You are knowledgeable of the issues impacting women in the dtes, including gender-based violence, mental health, homelessness, and addictions with understanding of trauma-informed care responses
- ✓ You have the ability to work within busy, chaotic, crises driven environment where there are multiple demands and prioritize
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- ✓ You have or will obtain a First Aid and NVCI Certification

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; 13 paid statutory holidays; 12 paid sick days annually; and 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; and DEWC employees are considered first for any open positions

POSITION DETAILS:

- Permanent, full-time, 9 day fortnight schedule
- Union: BCGEU / Salary \$24.23 hr.
- Posting closing date: Open until the position is filled Start Date: ASAP

Submit cover letter and resume to **Skills Development and Programming Coordinator** 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*****