

Indigenous Women's Project 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 Indigenous Women's Project Coordinator will work with Indigenous women and Elders who access the Downtown Eastside Women's Centre facilitating their engagement in pursuing the recommendations contained within Red Women Rising, Calls for Justice, and Getting to the Roots.

Working closely with the Director of Advocacy for Indigenous Women, reporting directly to the Manager of Programs, the Indigenous Women's Project Coordinator 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 and Responsibilities

- Facilitate the engagement of Indigenous Women and Elder's to identify and develop strategic actions to pursue the recommendations contained within *Red Women Rising: Indigenous Women Survivors in Vancouver's Downtown Eastside*; *Reclaiming Power & Place: the final report of the National Inquiry into Missing and Murdered Indigenous Women and Girls*, and *Getting to the Roots: Exploring Systemic Violence against Women in the Downtown Eastside*.
- Develop a comprehensive and culturally responsive engagement plan to involve women of the community, community agencies, and all levels of government in response to the identified recommendations.
- Coordinate and facilitate groups for Indigenous women and Elder's to organize around the recommendations as prioritized by the participants.
- Facilitate opportunities for Indigenous Women and Elders to build on their organizing skills through workshops, learning exchanges, and talking circles.
- Works with community, Indigenous, and social service organizations to support the project goals and activities.
- Develops partnerships and act as liaison with community groups in the development and support of the Indigenous Women's project including participation on the Feb 14th Women's Memorial March Committee, and the MMIWG Coalition.
- Maintains and up-dates resources relevant to the Indigenous Women's Project ie events, activities, training, and opportunities.
- Maintain and provide statistics and reports regarding program delivery as required, ensuring accurate reflection of contract requirements
- Work collaboratively with other DEWC programs and service providing support and coverage were needed, including the Drop In and/or Shelter
- 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

Required Qualifications:

- Two (2) years recent related experience or an equivalent combination of education, training and experience.
- Must have a strong working knowledge and analysis of the issues impacting Indigenous Women in the DTES, including gender based violence, homelessness, child apprehension, and addiction.
- Considerable understanding and knowledge of historical and present day impacts of colonialization on Indigenous women and girls
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Experience developing and facilitating social justice initiatives, educational workshops, programs, and groups including assessing and evaluating
- 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
- 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

For bona fide position requirements Indigenous women only will be considered

Position reports to: Manager of Programs

Organizational Status

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəyəm*, *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.