

Program Development Manager

About DEWC

The Downtown Eastside Women's Centre has existed since 1978 to support and empower women and children living in extreme poverty in the Downtown Eastside of Vancouver. High levels of violence, homelessness, addictions and poverty characterize this community where women and children are particularly vulnerable to exploitation, injustice and injury. Through the Drop-In Centre and Emergency Night Shelter, we provide practical support to over 500 women and children daily to survive the conditions of ill health and violence that surround them. We work to provide security, basic needs and support to encourage women to make long-term change by identifying and removing barriers to full participation in the larger community.

The Opportunity

The Program Development Manager is responsible for the overall development and planning of programming within the Downtown Eastside Women's Centre. She will oversee the Skills Development Program, Cultural Programming, Power of Women Program, and the dtes Women's Street Market. She will work in collaboration with the DEWC Management Team to ensure integrated services operating in compliance with the mission and mandate of the Downtown Eastside Women's Centre. She will work from a feminist perspective and within an anti-oppression framework.

About You

- ✓ You have at least 3 years experience in a management position supervising staff, preferable within a unionized environment. You have a demonstrated ability to lead and coach team members treating everyone with fairness and respect, particularly during disagreements. You create an environment where people can flourish and grow seeking what is best for DEWC and the women served.
- ✓ You will promote and articulate the mission, mandate, philosophy, and values of the Downtown Eastside Women's Centre and create positive relations with all stakeholders necessary in order to support DEWC objectives
- ✓ 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 work from a feminist analysis and within an anti-oppression framework
- ✓ You are a strong leader, excellent communicator, and skilled team player who seeks solutions
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities

- ✓ You can remain calm and focused while working within a chaotic and crises environment

Benefits of Joining the DEWC Team

Healthcare: Our extended health program includes MSP premiums, dental, vision, prescription medications, select alternative therapies, life insurance and long-term disability. We also have an Employee and Family Assistance program.

Vacation & Leave: All staff work a compressed week - nine-day fortnight - giving you a long weekend every other week. You receive 3 ½ weeks' vacation for the first year and 4 weeks after with and the ability to carry over one week into the next year. We offer sick leave credit of 7 hours per month which can accumulate up to 30 weeks. Access to other special leaves to handle family or personal situations.

For your Retirement: You will be enrolled in the Municipal Pension Plan with a matching contribution from DEWC.

Other perks: An employee loan program; Regular staff development days; First crack at open positions; Training and facilitation opportunities

POSITION DETAILS:

Non-union and salaried position based upon a 35 hour per week / Full-time / Permanent
Position reports to: Director of Operations

POSTING DETAILS: Please submit a cover letter and resume to the Program Manager Hiring Committee, via fax (604) 681-8470 or email hr@dewc.ca

CLOSING DATE: May 30th, 2019 at 5:00 pm – candidates will be reviewed and considered during this period.

**Aboriginal women and women of colour are strongly encouraged to apply /
Additional languages spoken an asset.**

Please NO phone call or email enquiries. Only shortlisted candidates will be contacted