



## **Job Posting: Temporary Part-time Women's Centre Coordinator**

**Vancouver Status of Women seeks a temporary Women's Centre Coordinator to ensure the smooth daily operations of the organization's functions in the areas of administration, donor-relations and organizational development.**

***Indigenous women and Women of Colour are encouraged to apply. Affirmative Action principles are in effect for this hiring. VSW is a transgender-inclusive organization.***

### **Primary Responsibilities:**

#### **1. Administration & Communication**

- Coordinates day to day office activities, including receiving and responding to enquiries and maintaining office equipment and supplies.
- Provides assistance with financial administration by working collaboratively with the bookkeeper.
- Support administrative volunteers
- Updates the VSW website
- Maintains relationships with other women's and social justice groups

#### **2. Fundraising and Donor Relations**

- Writes grant applications and funder reports (where appropriate)
- Maintain donor relations by coordinating direct mail out and updating of donor database

#### **3. Coordination of the VSW visioning and organizational development process**

- Organize committee meetings, the Annual General Meeting and organizational visioning sessions
- Provide input and facilitate the organization's visioning and re-development process

### **Qualifications:**

- Knowledge and experience working with a feminist organization
- Knowledge and experience working within a consensus decision-making model
- Strong facilitation skills
- Strong organizational, financial and administrative skills
- Strong ability to excel in a self-directed work environment
- Knowledge of community resources and social services available to women in the Lower Mainland
- Experience with project development and writing grant applications
- Strong interpersonal skills to work independently as well as collectively
- Awareness of issues faced by historically marginalized women from multiple locations and identities, including but not limited to Indigenous women, women with disabilities, queer and transgendered women
- Knowledge and comfort working with MS Word, Outlook, databases and internet
- Experience working with volunteers in a supervisory setting an asset
- Experience with website development/maintenance an asset

**Position Details:**

- ◆ This is a temporary position at 21 hours per week from August 23, 2010 to March 31, 2011 (start date negotiable)
- ◆ \$21/hour

**DEADLINE for application:**

**12:00pm – Monday, August 16, 2010  
Interviews Wednesday, August 18, 2010.  
No phone calls please.  
No email applications.**

**Submit resume and cover letter:**

**Women's Centre Coordinator Hiring Committee  
2652 East Hastings Street  
Vancouver, BC V5K 1Z6  
OR fax: (604) 255-7508**

**We thank all applicants, only those selected for an interview will be contacted.**

**Vancouver Status of Women** is a non-profit, feminist, community based organization with a vision of Freedom and Self-determination for all through responsible, socially just, healthy and joyful communities both locally and globally. VSW works with women to ensure our full participation in the social, economic and political life of our communities.