



WOMEN HELPING WOMEN HELP THEMSELVES
SINCE 1971

Vancouver Women's Health Collective (VWHC) Drop-in coordinator Job Description

The Vancouver Women's Health Collective (VWHC) is a non-profit organisation helping all who identify as women, non-binary and gender non-conforming foster health, wellness and equity through feminist approaches to advocacy, shared knowledge and low-barrier programs and services. Since 1971, VWHC has supported women in their efforts to share their ideas and advocate for changes in the healthcare system; educate themselves about their reproductive health and rights; connect to female health practitioners providing women-centred care; and access fully funded or specialized care, mental health services, social housing, amongst others.

VWHC currently runs a safe and secure drop-in centre located in the Downtown Eastside and, through partnerships, facilitates no-fee programs and services to ensure underserved or under-represented folks access to primary care, naturopathic clinics, counselling, wellness and food security programs.

Job Summary: To be responsible for the VWHC ("Collective") daily operations, including managing the team of volunteers and peers; to work with all Collective members to carry out the mandate and to achieve the common purpose of the organization

Reports to: Program manager

Key Duties and Responsibilities:

1. Manage team of volunteers and peers
 - Oversee all aspects of the Collective's volunteer and peer team members, including: recruitment, screening, orientation/onboarding, scheduling, supervising, , coaching/supporting and evaluating
 - Identify, train shift leads and brief/debrief at shift change
 - Redesign and implement a 3-shift orientation process
 - Update and circulate volunteer manual
 - Implement procedures and policies
 - Maintain volunteer records/contact info and statistics
 - Organize and lead regular & mandatory volunteer meetings and appreciation events
 - Ensure regular communication with and engagement of volunteers and peer team members
 - Support Program manager in developing additional programs in accordance with VWHC's strategic goals
2. Oversee day-to-day administration of the Centre
 - Share opening/closing responsibilities of the drop-in with Program manager, or alternatively with ED
 - Support participants to self or co-regulate and maintain an environment that promotes safety for all who access or work at the Collective
 - Coordinate and promote services, such as clinics, health workshops, yoga/Pilates, etc...
 - Connect with and build relationships with in-kind donations partners
 - Respond appropriately and in a timely manner to all correspondence, e-mails and requests for information
 - Maintain inventory and restocking of supplies (office and drop-in centre supplies)
 - Generate monthly attendance statistics
 - Update health information/education and bulletin boards, and make accessible to team members and participants
 - Ensure maintenance of the VWHC IT and other equipment
 - Create or oversee promotional materials, including brochure, posters, web site and social media accounts
 - Promote VWHC at community events, create networking and outreach opportunities
3. Other administrative duties as assigned by the Program manager or Executive director, including:
 - Take responsibility for the VWHC Resource Centre
 - Attend Collective meetings, AGM and other ad hoc committee meetings as required

Vancouver Women's Health Collective
29 West Hastings Street,
Vancouver, BC

604-736-5262

vwhc.centre@gmail.com
womenshealthcollective.ca

- Assist with grant applications, fundraising and monitoring of project outcomes
- Other duties as needs arise

Qualifications:

- Experience in non-profit volunteer management or equivalent combination of training and experience
- Experience in interacting with diverse communities in a high-paced, high-energy environment
- Excellent interpersonal, organizational and communication skills
- Proven ability to develop and cultivate community/business partnerships and relationships
- Experience working in and/or understanding of the Downtown Eastside, Indigenous, and im/migrant communities
- Having a welcoming, respectful, and non-judgmental approach when interacting with anyone who accesses, volunteers at, works at, or supports VWHC
- Strong alignment with the VWHC's mission, vision and core values of strengthening equity, inclusion and cross-cultural communication
- Computer literate in Office Suite, Gmail/Google tools, communication & collaboration apps
- Ability to work independently and as part of a team
- Flexibility to perform other job requirements as assigned

Part time: 30 hours per week (some off-site hours may be scheduled) - \$25 per hour - contract till March 31, 2022 with potential for renewal based on performance evaluation and funding availability. Subject to a vulnerable sector check. VWHC is unable to offer extended health benefits at this time.

Work is normally based at our office in Vancouver at 29 W. Hastings Street, on unceded Indigenous lands belonging to the xʷməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and səlifwətaʔɬ/Selilwitulh (Tseil Waututh) nations.

Closing date for applications: This posting will remain open until position is filled; interviews will be conducted on a rolling basis. VWHC places a high value on diversity and encourages qualified individuals from all backgrounds and identities to consider applying for the position. We thank all applicants, but only those candidates selected for an interview will be contacted.

Please email your resume + cover letter to program@womenshealthcollective.ca with "Application for Drop-In Coordinator" in the subject line