



GBV Project Coordinator Job Description

About VWHC

The Vancouver Women's Health Collective (VWHC) has supported women in their efforts to share their ideas and advocate for changes in the healthcare system, since it opened its doors in 1971. Over the years, women have successfully been educated about their reproductive health and rights, connected to female health practitioners providing women-centred care, and supported in accessing fully funded or specialized care, mental health services, social housing, amongst others. The VWHC provides no-fee programs and services to ensure access to underserved or under-represented women. Since 2009, our location in the Downtown Eastside provides a safe and secure drop-in space that is accessible to cis and trans women, non-binary, and gender non-conforming folks.

About the Project

In partnership with the Ministry of Women and Gender Equality Canada (WAGE), This 30-month project will develop and implement recommendations for change and create public agreements of accountability for systemic stakeholders in the Vancouver Downtown East side (DTES) to address the root causes of gender-based violence. The Vancouver Women's Health Collective Society will achieve this by implementing GBV research and analysis, engaging external stakeholders, releasing group recommendations to media and key stakeholders, holding a project evaluation and using report recommendations to influence systemic stakeholders support for women and people of marginalized genders to access positions of leadership and influence to effect policy change.

At the end of the project, the organization will have developed a promising practice that increased networks and collaboration to accelerate systemic change, addressed persistent harmful gender norms and attitudes, advanced inclusive policies, and practices, encouraging more equitable and effective sharing of resources and supported positive distribution of authority, voices, and decision-making power

This project will include three months of quantitative research focused on elder and peer-led community sharing circles and three months of qualitative research focused on peer community outreach research. This data will identify where gender-based violence is occurring in the DTES, present these recommendations at two town halls, and invite high profile stakeholders to sign a commitment to empower women and vulnerable genders living in the DTES to impact systemic change.

Position Summary:

The GBV Project Coordinator is supervised and supported by and reports regularly to the Program Manager and works closely with the Community Advisory Committee (comprised of 9 peers and 1 Elder), community partners; facilitators; Elders; evaluators; stakeholders; and participants to implement, monitor, and report on the project. The GBV Project Coordinator understands the context of gender-based violence and the social, emotional, health, and justice-related issues encountered by Indigenous and racialized women (cis & trans), non-binary, and gender non-conforming folks, with particular knowledge of approaches, practices and processes that are supportive and respectful of Indigenous ways of doing.

Full time: 35 hours per week (mix of on and off-site hours) - \$26 per hour; including a 4-week vacation period. VWHC is unable to offer extended health benefits at this time - contract until March 31, 2024. Subject to 3-month probation period and a Vulnerable Sector Check.



Key Duties and Responsibilities:

- Identify, engage, and coordinate stakeholders' participation
- Manage schedule, acquire materials and resources, and co-facilitate bi-weekly Community Advisory Committee meetings, trainings, and activities.
- Promote community participation in project through network of partners, community advisors, former participants in order to recruit participants & partners.
- Collaborate on project evaluation (with evaluation and monitoring institute), e.g. collect feedback, data from advisory meetings, service providers, etc.
- Conduct document review (of project planning documents, workplan, meeting logs, program attendance, program reports, other administrative data, etc.)
- Apply GBA+, ethics, and Intersectional Feminist Frameworks to every stage of project
- Ensure all parts of project are processed, organized, and progressing according to predetermined timelines and deliverable dates.
- Prepare and deliver quarterly reports to the Program Manager.
- Other duties as needs arise

Qualifications:

- Experience in project coordination
- Excellent interpersonal, organizational and communication skills
- Proven ability to develop and cultivate community partnerships and relationships with a variety of stakeholders including NGOs, Corporations, Law Enforcement, Governments, and community members
- 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
- Ability to work independently and as part of a team
- Flexibility to perform other job requirements as assigned

Posting is open until the position is filled.

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

Indigenous women, Two Spirit people, non-binary, gender non-conforming folks, trans women, and folks from diverse backgrounds are particularly encouraged to apply for this position.

We thank everyone for their interest, but only those selected for an interview will be contacted.

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