

The Vancouver Women's Health Collective (VWHC) has supported women in their efforts to share their ideas and advocate for changes since 1971. Over the years, women have successfully been educated about their reproductive health and rights, connected to 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 in its safe and secure drop-in space that is accessible to cis and trans women, non-binary, and gender non-conforming folks.

For over a century Central City Foundation (CCF) has been entrusted to collaborate with neighbours to remove barriers, create opportunities, and build human capacity.

Together with the steering committee of community partners, VWHC and CCF are piloting a program of coordinated services and supports delivered in concert with a custom-built transitional housing project located at the Cosmopolitan Hotel to provide a safe haven within which women will pursue their journeys to healing and wellness.

## **JOB DESCRIPTION**

### **TITLE: Cosmo Program Coordinator**

Full-time position – Start date: immediate – End date: March 31, 2024

Salary: \$52,000 based on experience, plus benefits

**PROGRAM:** Operations (Reporting to the executive director)

### **JOB GOAL:**

This new pilot program of coordinated services and supports delivered in concert with a custom-built transitional housing project located at the Cosmopolitan Hotel (Central City Foundation, CCF) provides a safe haven within which women pursue their journeys to healing and wellness.

The Women's Transitional Housing Program includes reciprocal agreements with community-based service organizations and is guided by a steering committee of 5 community-based organizations, together with VWHC and CCF, to ensure the opportunity to share learning, identify gaps in services, and ongoing evaluation of the program.

Together with the steering committee of community partners, the Cosmo Program Coordinator is responsible for monitoring and executing supportive, appropriate, culturally sensitive and relevant programming that meets the needs of the program participants in the Cosmo Women's Transitional Housing Program and helps them to moving on to stable and permanent housing connected to community and a personalized network of supports and services.

### **PERFORMANCE RESPONSIBILITIES:**

In the performance of these responsibilities, the Program Coordinator is accountable for:

\*Developing and leading with the steering committee and Elder advisor culturally designed programs that are offered to ensure the respect, safety and security of program participants, staff and visitors are maintained within the policies, procedure and philosophy of Cosmo Women's Transitional Housing Program (WTHP).

- \*Assisting the Steering Committee in the development of appropriate programming, and overseeing the coordination of these programs to meet and support the needs of participants
- \*Proposing potential solutions when faced with a new complex problem, even where little or no precedent exists, considering the needs of all collaborative groups, external and internal stakeholders and budget constraints.
- \*Working with the on-site Tenant Support Workers and other housing staff and the program's community support network to ensure that all program plans are viable and reflective of participant need
- \*Building the community-based service network and facilitating the steering committee
- \*Building strong partnerships and establishing clear lines of communication with Tenant Support and housing team and community service network
- \*Implementing effective schedules and deadlines for meeting project and program deliverables
- \*Ensuring that Tenant Support Workers and all program facilitators understand their roles and program deadlines
- \*Building positive relationships with participants and support their personal development and involvement in building and community activities
- \*Maintaining manual and computerized records and documentation of all programs related data
- \*Ensuring that program operations comply with all required Privacy and Occupational Health and Safety standards and regulations including WHMIS, Bullying and Harassment Awareness, Privacy and Food Safe
- \*Maintaining an inventory of needed program supplies and replenishing as needed
- \*Working with a Steering Committee and Property Manager to establish effective stakeholder management as well as financial literacy of program parameters and operational budgets
- \*Providing support and direction to tenants, volunteers and/or community placements assigned to programming work by performing duties such as demonstrating tasks, monitoring work, and providing constructive feedback
- \*Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- \*Participating in training outlined by Supervisor and or Steering Committee
- \*Working with CCF staff to develop an evaluation model for the program including progress and impact measurements.

## **QUALIFICATIONS:**

### **Education, Training & Experience**

- Post-Secondary Degree or Diploma in a relevant subject, plus five (5) years of related experience or an equivalent combination of education, training, and experience
- Basic First Aid Training Certificate
- Minimum 3 years of Supervisory experience
- Eligibility to be bonded
- Crisis Intervention Skills Training an asset

### **Knowledge, Skills & Abilities**

- \*Demonstrated knowledge and familiarity with community resources including the mental health system and related agencies, welfare system, and addiction support services
- \*Demonstrated ability and proven success in facilitating collaborative groups
- \*Familiarity with the issues facing Indigenous and marginalized women and gender diverse individuals in the inner city
- \*Knowledge of Indigenous culture
- \*Demonstrated ability to work independently as well as in a team setting
- \*Strong verbal and written communication skills
- \*Demonstrated ability to foster a fair, non-judgmental and respectful working and living environment
- \*Sound knowledge of office administration procedures
- \*Sound knowledge Microsoft Office Suite
- \*Ability to work occasional flexible hours

**Please email your resume and a 1-page cover letter to:**

[director@womenshealthcollective.ca](mailto:director@womenshealthcollective.ca)

*Position open until filled*