



NORTH SHORE WOMEN'S CENTRE EMPLOYMENT OPPORTUNITY

Organization Profile: The North Shore Women's Centre is a registered non-profit organization and charity founded in 1973 whose mission is to improve the social, economic and political status of women, and to encourage and support self-empowerment by acting as a resource and a catalyst for change, from feminist perspectives. For more information, visit our website: www.northshorewomen.ca.

Job Title: Program Coordinator

Job Summary: Effectively coordinating day-to-day operations and assisting in the delivery, development and assessment of assigned programs, services, projects and organizational activities.

Terms: This is a part-time staff position at 21 hours/week, \$18.00/hour, plus benefits. Aboriginal women and Women of Colour are encouraged to apply.

Key Duties and Responsibilities:

1. Plan, develop, deliver and assess assigned programs, services, projects and organizational activities.
 - Follow administration procedures and policies to ensure goals, objectives, required standards and outcomes are achieved and maintained.
 - Coordinate resources (volunteers, materials, facilities, etc.) to deliver services.
 - Maintain communication and liaisons with community agencies and other external sources.
 - Maintain program records, create reports and provide support in the development of grant applications.
 - Promote NSWC philosophy and ensure advocacy information and assistance in obtaining services and support is made available to program participants and the public.
2. Recruit, train, support, supervise, evaluate and appreciate volunteers.
3. Assist in the overall maintenance of the resource centre and office.
4. Provide peer counselling, support, information and referrals by phone, e-mail and in person.

Skills and Qualifications:

1. Awareness of feminist and anti-oppression analyses as well as knowledge and application of issues affecting diverse groups of women.
2. Experience working with women in a service delivery (peer counselling, support, information and referrals) and/or advocacy capacity.
3. Familiarity with non-profit organization operations and administration.
4. Excellent oral and written communication skills, and organizing skills.
5. Demonstrated ability to work independently as well as collaboratively with staff, volunteers and community partners.
6. Strong computer skills (i.e. Microsoft Office Suite/Open Office and some desktop design/publishing)
7. Program and community development experience is an asset.

Application Details:

Please submit resume and cover letter by Monday, April 12th, 2010 to:

Michelle Dodds, Executive Director

131 East 2nd St., North Vancouver, BC V7L 1C2

Fax: 604-980-4661; Email: michelle@northshorewomen.ca

Interviews will take place on April 15th and 16th, 2010.

We acknowledge in advance all applicants, however, only those selected for an interview will be contacted.