



ann davis transition society

## **Employment Opportunity**

### **Women's Centre Coordinator**

We are inviting applications for the position of Ann Davis Women's Centre Coordinator – a specialized Transition House. If you are interested in being an integral part of the Ann Davis Leadership Team where you can make a real difference for women we would love to interview you.

**Closing Date: June 12<sup>th</sup> 4 pm.**

**Email resume and cover letter with 2 references to [info@anndavis.org](mailto:info@anndavis.org) with Women's Centre Coordinator in the subject line of email, attention Executive Director.**

#### **Definition:**

Under the supervision of the Executive Director, performs, coordinates and all duties of position and performs other duties as assigned. The Women's Centre combining the best practices of Transition Houses and Shelters, provides low to no barrier shelter and wrap around services for adult women.

**This position is full time (35 hours per week)**

#### **Job Summary:**

Primarily responsible for managing the Women's Centre (WC) Program. The WC Coordinator oversees the House, including Outreach services, Stopping the Violence counselling on site and other programs as assigned.

#### **Qualifications - Education, Training & Experience:**

- Preferred minimum BA in social work or related field with extensive related experience.
- Thorough knowledge of the issue of violence and abuse against women with a client centered counselling approach.
- Strong understanding of and commitment to work from a feminist perspective.
- Experience in a Transition House and/or Shelter setting with extensive program development and supervision experience.
- Understanding of management principles and practices.
- Commitment to ongoing education and development.
- Three to five years of progressively more responsible (residential) program management experience, preferably in a Transition House or Shelter setting.
- Demonstrated knowledge of specific program, legislative, policy, provincial and other government frameworks and systems, financial management, labour relations.
- Competence working with diverse individuals and groups, leadership, staff, volunteers, government agencies and community stakeholders.

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[www.anndavis.org](http://www.anndavis.org)



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- Training or experience with a focus on operational/administrative management, planning, organizing, human resources, communication and counselling skills.



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### **Skills & Abilities:**

- Demonstrated ability to follow direction, mission and mandate.
- Demonstrated teamwork, leadership and supervisory skills.
- Commitment to participatory and collaborative management style.
- Ability to foster community partnerships and work cooperatively.
- Strong cultural competency and socially inclusive practice.
- Ability to effectively manage stressful, emergency and crisis situations.
- Ability and willingness to participate in meetings, conferences, and other events outside regular working hours.
- Ability to function independently and frequently under pressure, in an often chaotic environment, while managing responsibilities and deadlines.
- Ability and willingness to adapt to a flexible work schedule, depending on the needs of the program and staff.
- Excellent oral, written, interpersonal communication, conflict resolution skills..
- Excellent time management, planning, organizing and administrative skills.
- Proficient in basic computer applications, including Microsoft Office.
- Valid Driver's license and availability of personal vehicle for work purposes.

### **Key Responsibilities & Duties:**

Under the direction of the Executive Director and working collaboratively with the leadership team the Women's Centre Coordinator will:

1. Ensure effective program and service delivery consistent with the Society's mandate, policies, legal and budgetary requirements.
2. Ensure compliance with contract and grant obligations as per the Women's Centre.
3. Be responsible for planning, monitoring, and evaluation of Women's Centre/Shelter house funding.
4. Participate as a member of the Leadership Team in the development of strategic and operational plans, as well as policies and procedures relevant to areas of responsibility.
5. Be available for on call if necessary after regular working hours and provide guidance with respect to client service delivery, staffing and emergency responses.
6. May respond to emergencies at the house in-person or provide approval to call in additional staff.
7. Participate in all human resource and labour relations activities, including hiring, supervision, performance appraisal, discipline, grievance resolution, arbitration and discharge.



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8. Provide support, information, training and consultation to staff. Ensure opportunities for team building, mentoring, and peer consultation between program staff. Foster a supportive work environment where contributions from all staff members are welcomed and valued.
9. Monitor service delivery to clients to ensure a high level of consistency, quality of service and suitability of Women's Centre activities.
10. Act as a liaison to funders with respect to service delivery and contract obligations.
11. Participate in developing and monitoring program budgets in consultation with the Executive Director.
12. Participate on various internal and external committees, working groups and associations as required.
13. Develop and maintain effective, appropriate relationships leadership team and relevant stakeholders.
14. Responsible for promoting the client group, the Society and its services positively and professionally in the community.
15. May represent the Society at community and fundraising events or other official functions as directed.
16. Prepare reports, and make presentations as required.
17. Engage in ongoing professional development on the issue of violence and abuse against women and human resource/labour relations issues.
18. Performs other related duties as required.

**Additional Information:** This position requires:

- A satisfactory Enhanced Criminal Record Check.
- A valid driver's license and availability of personal vehicle for work purposes.

\*\*While we appreciate all applications, only candidates selected for an interview will be contacted.