

Job Description – Summer Community Outreach Coordinator for West Coast Domestic Workers’ Association

Title: Summer Community Outreach Coordinator
Employer: West Coast Domestic Workers’ Association
Location: 302-119 West Pender Street, Vancouver, BC, V6B 1S5
Phone: 604-669-4482
Term: 32 hours per week for 9 weeks from June 27, 2016 – August 26, 2016
Hourly Wage: \$13.00
Reports to: Executive Director/Staff Lawyer

West Coast Domestic Workers’ Association (WCDWA) is a not-for-profit organization dedicated to providing legal aid to live-in caregivers and other low-wage temporary foreign workers in British Columbia. WCDWA is also engaged in public legal education, law reform and systemic advocacy initiatives. We are currently recruiting a Summer Outreach Coordinator to work in our downtown Vancouver office.

General Duties

- Researching, recommending and implementing policies and procedures to guide the organization’s community engagement strategy;
- Reaching out to community organizations to explore partnership opportunities;
- Coordinating and developing information content for the WCDWA website, Caregiver’s Voice newsletter, and social media platforms;
- Contributing to research and development for new community-building initiatives;
- Developing and conducting skills-building workshops and related materials for members; and
- Performing other duties as required, including some administrative work.

Key Qualifications

- Between 15 and 30 years of age at the start of employment;
- Registered as a full-time student in the previous academic year and intends to return to school full-time in the next academic year;
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred, and legally entitled to work in Canada;
- Strong written and oral communication skills;
- Ability to complete tasks in an efficient and accurate manner;
- Ability to work with diverse populations in a sensitive and respectful manner;
- Strong organizational and administrative skills;
- Experience using Microsoft Office programs, Facebook and Twitter;
- Must be able to prioritize multiple tasks and be flexible with work assignments;
- Ability to work with minimal supervision;
- Demonstrated interest in social justice issues;
- Knowledge of the Live-in caregiver and Temporary Foreign Worker Programs;
- Must possess an understanding of the core values of our organization;
- Experience working in a similar role will be considered an asset; and
- Tagalog and/or Spanish an asset.

We strongly encourage applications from students with disabilities, Aboriginal students, and students who are members of visible minorities.

How to Apply

Please submit a cover letter, resume, writing sample and 2 references by email to natalie@wcdwa.ca by 12:00 pm on Wednesday, May 31st 2017. You can visit www.wcdwa.ca for further information about our organization. Please note that our office hours are from Tuesday to Saturday, 9:00 am – 5:00 pm. We sincerely thank all applicants for their interest, but only candidates who are shortlisted for an interview will be contacted. Interviews will be held from June 6th – 8th 2017.