

Job Description – Summer Organizational Development Coordinator for West Coast Domestic Workers' Association

Title: Summer Organizational Development 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 Organizational Development Coordinator to work in our downtown Vancouver office.

General Duties

- Researching and developing or updating policies and procedures to guide the organization's operations;
- Researching and developing policies, procedures, and resources to enhance the organization's governance structure and improve communication;
- Developing training and manuals for staff and members of the Board of Directors on key organizational and governance policies and procedures; 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;
- Knowledge of best practices for management of non-profit organizations;
- Strong research and writing skills;
- Ability to work with diverse populations in a sensitive and respectful manner;
- Independent self-starter; ability to multi-task, prioritize and manage multiple deadlines in a fast-paced environment;
- Ability to work with minimal supervision;
- Demonstrated interest in social justice issues;
- Must possess an understanding of the core values of our organization; and
- Experience working in a similar role will be considered 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.