



**Downtown Eastside Neighbourhood House**

<http://dtesnhouse.ca>

573 East Hastings [@ Princess]

Vancouver BC V6A 1P9

604-215-2030

The Downtown Eastside Neighbourhood House is looking for a **part-time Assistant Director** to start immediately. It is expected that this position will be able to step up and provide full-time coverage during the Executive Director's medical leave in the next 2-6 months.

The DTES NH is a charitable non-profit with a staff of 11 and an annual operating budget of \$350K. The DTES NH offers a variety of programming including a family drop in, community drop-in, nutrition programs and outreach. We work in partnership with, and as a complement to, sister DTES organizations to provide a dignified welcoming space that creates and supports an improved quality of life for the DTES community.

The successful candidate will be experienced, enthusiastic leader who will help us achieve our next stage of growth. This person will assist the Executive Director with project management, funding applications and reporting plus the day-to-day management of the Neighbourhood House by working with the residents of the DTES, staff and Board of Directors.

**Skills and Experience:**

- Part of or familiar with the DTES community and marginalized populations
- Non-profit knowledge and experience
- Proven project and event management experience
- Extensive experience in successful grant writing and reporting, including private foundations and government funders
- Significant HR experience with recruitment, management, coaching and evaluation of staff and volunteers
- Experience supporting and working collaboratively with stakeholders, committees, volunteers, staff and a board of directors to implement goals and objectives
- Experience in financial management and managing budgets
- Considerable knowledge of Microsoft Office
- Class 5 drivers license desirable

**Qualifications:**

Degree in social sciences, social work, human geography, political sciences, or public administration and, 5 years experience in community development , supervisory experience, with focus on working with marginalized communities

- An equivalent combination of education, training, volunteering and lived experience

**Duties and Responsibilities:**

- Support Executive Director with efficient and effective administration of the DTESNH
- Provide strong leadership to effectively execute projects and events able to immediately manage 3 time sensitive projects including 2 public events and 1 economic development initiative
- Prepares and administers grant proposals/applications and contracts
- Ensures that required reporting requirements are fulfilled, both financial and project outcome matrix
- Supervision of Health and Safety for staff and volunteers, compliance with Worksafe, privacy policies and those of the organization
- Nurtures a supportive team environment

This is a 1 year contract position based on a 21 hour work week with an hourly wage range of \$ 26.50 to \$ 28.00 per hour pending on experience.

A successful candidate will be flexible with hours and available to move to a full-time 35 hour work week to cover a medical leave of the Executive Director in the next 2-6 months. Medical leave coverage would be at an hourly wage range of \$28.00 - \$30.00.

Special consideration will be given to applicants of Aboriginal descent. Interested applicants should email their cover letter and resume to the HR committee [admin@dtesnhouse.ca](mailto:admin@dtesnhouse.ca) with “**Assistant Director**” in the subject line. No phone calls please.

The deadline for application is **June 30, 2017**. We will interview as applications come in.

To learn more about the Downtown Eastside Neighbourhood House please visit our website <http://dtesnhouse.ca/>

We thank all applicants for their interest. Only those selected for an interview will be contacted.