



Job Posting for Cranbrook Women's Resource Center

Internal/External Posting

Date: May 3, 2023

Program Name: Cranbrook Women's Resource Center

Position Title: Cranbrook Women's Resource Program Coordinator

Hours: Part-time Position – 20 hours/week - Monday to Thursday 5 hours per day

Starting Date: Mid May

Rate of Pay: As per BCGEU Collective Agreement, Grid Level 12 (range \$28.32 - \$32.51)

Eligible for health benefits after successful completion of probation period.

Position Summary

Ability to work with women in a non-judgmental manner respecting confidentiality. Duties include crisis intervention, lay counselling, advocacy, and referrals to appropriate agencies. Ability to work as a team member or alone. Candidate must have an awareness of issues affecting women including family violence and poverty. Experience in proposal and report writing. Ability to facilitate support groups and workshops and to develop strong community partnerships.

Qualifications:

Bachelor's degree in women's studies or social work plus 2 plus years' experience in delivering programs for women and community development. Good computer skills, excellent communication skills and an extensive knowledge of social services in Cranbrook, including appropriate Government agencies.

Additional Requirements:

Membership with BCGEU.

Deadline for Applications: May 10, 2023 at 4:00pm

Submit to: Community Connections Society

Attention: Tesha Head

Email: officemanager@ccssebc.com

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