



Community Connections
Community Connections Society of Southeast BC

Women's Resource Center Coordinator
Internal/External Posting
"Linking People, Communities and Services"

Feb 12, 2026

Position Title: Cranbrook Women's Resource Center Coordinator

Hours: 22 hours/week

Starting Date: ASAP

Rate of Pay: 29.17 hour per BCGEU Collective Agreement, Grid Level 12, Step 1

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 and event planning. 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 develop strong community partnerships. Ability to recruit, train and delegate to volunteers

Qualifications:

- Bachelor's degree in women's studies or social work plus 2 plus years' experience in delivering programs for women and community development or the equivalent combination of education, training, and experience.
- Good computer skills.
- Excellent communication skills
- Extensive knowledge of social services in Cranbrook, including appropriate Government agencies.

Other Requirements

- Successful criminal record screening.
- Membership with BCGEU.

Deadline for Applications: Feb 20, 2026.

Submit to: Tesha Nee, Operations Manager
officemanager@ccssebc.com



We would like to acknowledge that we are on Ktunaxa ʔamakʔis, the territory of the Ktunaxa people