

# Join Our Team



## JOB POSTING

April 3, 2024

ABOUT THE ROLE	
Title	<b>Program Coordinator</b> Professional Women's Group, Workshops, and Ambassador Program
Location	201-5118 Joyce St, Vancouver, BC / Hybrid
Job Type	Permanent, Salaried 28 to 40 hour work week - to be determined with candidate Hybrid work structure
Compensation	\$25.00 to \$26.44 per hour (Commensurate with skills, qualifications, and experience) Extended health and dental Three weeks vacation (prorated), plus paid office closure at year-end Up to 10 paid personal absence days
Closing Date	Friday, April 19, 2024 or until filled
Start Date	ASAP

## WHAT WE DO

Dress for Success Vancouver empowers self-identifying women to achieve financial independence and personal success through full and fulfilling employment. As an organization, we aim to understand and address the many ways different people are affected by barriers and discrimination that go beyond gender. We believe that everyone deserves to thrive in work and in life and we exist to support that journey through building skills and community and by opposing the systems and structures that bolster inequality.

## WHAT YOU'LL DO

The Program Coordinator works on Dress for Success Vancouver's [Leadership Programs](#): the Professional Women's Group (PWG), Ambassador, and Workshops. The role reports to the Director, Client Impact & Career Development and will act as the facilitator delivering weekly client-facing programming. The Coordinator is responsible for virtual and in-person facilitation of cohort programming and workshops, creating and executing program-specific client communication strategies, fostering positive participant and volunteer relations, and measuring program impact. This role will work directly with clients, volunteers, and speakers within the Dress for Success Vancouver community.

The schedule for this position is flexible, with the exception of Tuesday and Thursday evenings (virtual), and Saturday mornings (in-office and/or virtual) to facilitate core programming.

The Program Coordinator will have an opportunity to build their skills in non-profit program development and delivery, to deliver client-centered offerings with creativity, and to connect with a diverse community of professional interest holders.

As a key member of the Program Team, the Program Coordinator will:

- Contribute to program planning in partnership with the Director, Client Impact and Career Development;
- Develop and execute program-specific client communication strategies;
- Facilitate PWG and Ambassador program meetings and workshops;
- Act as the first point of contact for Career Development program participants and volunteers to provide feedback or for other operational clarifications; and
- Be delegated other program-specific projects per the Director, Client Impact and Career Development.

## WHY YOU'LL LOVE THIS ROLE

You will love this role if you are:

- A passionate advocate for equity and for empowering women to thrive
- Highly collaborative, with a keen willingness to learn
- Strategic, organized and detail-oriented
- Proficient with technology and able to troubleshoot technical issues
- A strong public speaker with experience giving presentations and/or facilitating meetings/workshops to both small and large groups of people
- Operate with a high level of empathy, and are comfortable with conflict resolution
- Happy to lead meetings and workshops on weeknights and on Saturdays
- Committed to inclusion, diversity and the calls of action of Truth and Reconciliation



## WHAT YOU BRING

- A natural affinity for our values of Dignity, Inclusion, and Hope
- A university degree or diploma in nonprofit management or a related area.
- 3+ years of experience in program coordination or equivalent.
- Excellent organizational, project and time management skills, with the ability to multi-task and work calmly under pressure.
- Advanced interpersonal skills and comfort working with diverse internal and external partners.
- The ability to think and act strategically, be resourceful and independent, while remaining comfortable working within the framework of a collaborative, team-oriented environment.
- Experience with G-suite, Zoom, Mailchimp, Salesforce, Acuity, Canva, Vimeo, Typeform, and/or iMovie considered strongly desirable.

## JOIN US

If this sounds like the right role for you, join us to help empower women right here in your community. Apply online at <https://dressforsuccessvancouver.typeform.com/programcoord>, including uploads of your cover letter and resume.

Dress for Success Vancouver is committed to ensuring that the application and interview processes are accessible to all applicants; if you require accommodations in submitting your application, or have other questions, please contact us at [hello@dfs Vancouver.org](mailto:hello@dfs Vancouver.org). All employment will be decided on the basis of qualifications, transferable skills, lived experience, and business need.

We thank all who apply, but only applicants selected for an interview will be contacted.