



**WISH**  
Drop-In Centre Society

## **Job Posting**

# **SUMMER STUDENT - ADMINISTRATIVE ASSISTANT**

**(CONTRACT)**

### **ABOUT WISH**

For more than thirty years WISH has provided a safe place of respite for women involved in street-based sex work. The women who access WISH's services and programs are some of the most marginalized in Metro Vancouver; experiencing extreme poverty, homelessness, social exclusion, violence, racism, discrimination and the relentless effects of current and past trauma.

The mission of WISH is to improve the health, safety and well-being of women who are involved in Vancouver's street-based sex trade. Through a variety of responsive programs and services, women can meet basic needs (hot meals, showers, clothing, nursing care, and personal items), receive individualized wrap-around support and services, referrals and resource information, and find a non-judgmental community to participate in programs that engage their spirits, hearts and minds.

The Drop-in Centre is a women-only space.

### **Job Summary:**

WISH is looking for a self-identified woman with a passion for increasing the health, safety and well-being of some of the most marginalized women in our community, to assist our Administrative Coordinator and Executive Director with administrative duties such as:

- General clerical duties including photocopying, mailing, filing and data entry.
- A range of confidential administrative and office support functions.
- Ensuring a welcoming environment by providing general reception and greeting to guests, participants, and donors.
- Answering phone calls and messages and redirecting them to appropriate program persons.
- Assisting with meetings by setting up and cleaning up the board room, preparing reading materials, reports and agendas and recording meeting minutes.
- Assisting with planning and carrying out of special activities and events.

- Helping organize and maintain a file system, office supplies and equipment, and assist with information management and data entry.
- Liaising with Program Coordinators to ensure messages, reminders and updates are sent/received and communication is maintained.

**The position is 30 hours per week for 8 weeks in the summer of 2018. Contract to begin as soon as a suitable applicant is found.**

**This position is funded by the Canada Summer Jobs program: only current students who will be returning to school in the Fall, between the ages of 19-30, may apply. See qualifications section for more information.**

WISH is a trans-inclusive organization that is committed to recruiting women who represent the diversity of our communities. We particularly encourage Aboriginal women, women of colour, women with disabilities and women from the DTES community to apply. Experience in sex work and the sex industry is an asset.

**Skills & Experience:**

Women with **interest and/or experience** in the following areas are encouraged to apply:

- Office Administration and Management
- Software such as Microsoft Office and Outlook
- Information Management
- Organizational & Problem Solving Skills
- Written and Oral Communication Skills
- Non-Profit, social justice, and women's rights work

**Qualifications:**

- Must be a current, full-time student between the ages of 19 and 30, who will be returning to full time studies in the fall term.
- Student must be enrolled in a post-secondary, vocational, or technical program.
- Student must be a Canadian citizen, permanent resident or a person under refugee status. Foreign students are not eligible under the Canada Summer Jobs program.

**Compensation and Work Environment:**

- Rate of pay: \$17/hour.
- We offer a fast-paced, team-based culture in a location that is close to transit.
- WISH is a dynamic organization where opportunities for upward mobility are often presented.

**Application Details:**

Please submit a resume and cover letter via email to **admin@wishdropincentre.org** . Indicate "Application for SUMMER STUDENT – Administrative Assistant" in the subject line. In your cover letter, please confirm your eligibility for this position under the Canada Summer Jobs program by indicating your age, field of study, institution and program name, year of study, and legal status in Canada.

We thank everyone for their interest, but only those selected for an interview will be contacted.