

The Metro Vancouver Consortium *Transitions* Project

Employment Opportunity: *Transitions* Program Assistant

Deadline for Application: Applications will be accepted on a rolling basis.

WISH is a self-identified women's led, women's only space and all employees must be self-identified women.

About The Metro Vancouver Consortium:

Vancouver, Canada has among North America's largest sex worker populations. Although targeted services have been developed to meet the needs of this population, there are currently no services explicitly and exclusively designed to assist sex workers in transitioning from sex work involvement to other forms of employment. Five local community organizations (Aboriginal Front Door Society, Battered Women Support Services, Health Initiative for Men, PACE Society, and WISH Drop-In Centre Society) with experience in providing services to sex workers came together to form The Metro Vancouver Consortium ("Consortium"); to develop and implement a transitioning, retiring, and exiting program responsive to the needs of sex workers in this community.

About "Transitions":

Building upon the experience and expertise of these Consortium members, *Transitions* assists individuals involved in the sex industry in Metro Vancouver to transition into safer sex work, and/or reduce their reliance on, transition out of, retire from or exit sex work altogether.

Transitions is a five-year program funded by Public Safety Canada's Crime Prevention Fund, with additional funding from the City of Vancouver's Social Planning Department.

Vision: Autonomy, access and opportunity for sex workers.

Mission: To provide sex workers and people involved in sex economies with a range of options and supports to meet their unique needs; based on their individual context and experiences; through a human rights, person-centered approach.

Core values: Respect, Inclusion, Self-determination

About WISH:

Note: The Transitions Program Coordinator and the Transitions Program Assistant support the entire program but are housed at the WISH Office.

For more than thirty years WISH has been offering a safe place of respite for women involved in sex work. The women who access WISH services and programs are some of the most marginalized people in Vancouver, experiencing extreme poverty, homelessness, social exclusion, violence, racism, discrimination and the relentless effects of current and past trauma. WISH is located in the Downtown Eastside where women are vulnerable to violence on a daily basis, something that WISH, along with other women-serving organizations, works to end.

POSITION SUMMARY

The Transitions Program Assistant reports directly to the Transitions Program Coordinator and supports the administrative, financial tracking and reporting functions of the Transitions program. She also responds to the administrative needs of the five Consortium Executive Directors, and the five Transitions Service Coordinators as related to the *Transitions* program.

JOB DUTIES AND RESPONSIBILITIES

ADMINISTRATION SUPPORT & COMMUNICATION

- Provide administrative support to the Transitions Program Coordinator in the various reporting functions of the project;
- Assist in day-to-day office operations, promotional and office supply ordering, event planning, scheduling or other tasks as needed;
- Maintain records and update databases;
- Work closely with the Transitions Program Coordinator preparing and reviewing any promotional material content, letters, memos and other correspondences;
- Assist in the preparation of agendas for Consortium and Service Coordinator meetings and recording the minutes;
- Answering phones, respond to inquiries from participants and the general public, and photocopying and filing related to the Transitions project.

PAYROLL & HR

- Assist in the administration of payroll for seven Transitions staff;
- Respond to queries pertaining to compensation and benefits;
- Help compile and verify accuracy of all bi-weekly timesheets and paystubs, as well In-kind hour timesheets of Executive Directors on a monthly basis;
- Maintain detailed records and documentation for audit purposes.

FINANCIAL

- Provide support to the five Consortium organizations regarding the submission of their monthly expense claims;
- Accurately input monthly expenses using QuickBooks Online for the five Consortium organizations, ensuring expenses are submitted on time and in accordance with the Transitions budget;
- Collect and compile all financial reporting in the preparation of funder-required quarterly and end of year financial reporting;
- Prepare disbursements in coordination with the WISH Administrative Coordinator;
- Maintain and/or develop financial procedures and supporting tools for Transitions staff and Coordinator.

QUALIFICATIONS & SKILLS

- University degree and/or diploma in Bookkeeping preferred;
- Minimum of 2 years' experience;
- Good knowledge of payroll requirements, general ledger, journal entries, and bookkeeping processes within the non-profit sector;
- Proficiency with small accounting software, i.e. QuickBooks Online/Sage Simply Accounting, as well as ability to prepare reports using Microsoft Excel;
- Able to develop and implement internal financial and administrative processes and procedures;

- Able to handle confidential information in an ethical and professional manner; discretion and diplomacy required;
- Strong work ethic and positive team attitude;
- Effective attention to detail and a high degree of accuracy;
- Strong problem identification and problem resolution skills;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Able to respond appropriately in pressure situations with a calm and steady demeanour;
- Able to effectively communicate both verbally and in writing;
- Work and/or volunteer experience in the non-profit sector;
- Interest in issues facing marginalized women, and commitment to providing a non-judgemental space for women;
- Be a proponent of the sex worker rights and the objectives of The Metro Vancouver Consortium;
- Familiarity with the DTES community and services is an asset.

COMPENSATION & WORK ENVIRONMENT

- Excellent benefits package including employee insurance (medical, dental, life, accident and long term disability, MSP) following a three-month waiting period.
- We offer a welcoming, team-based office culture in a location that is close to transit.
- *WISH is a self-identified women's led, women's only space and all employees must be self-identified women.*
- This is a 20-hour/week, 4-year long position with an hourly rate of \$19/hour.

APPLICATION DETAILS

- Deadline for application: *Applications will be accepted on a rolling basis.*
- **Please submit a resume and cover letter** to Transitions Hiring Committee to programcoord@vancouvertransitions.ca. Please indicate "Application for Transitions Program Assistant" in the subject line.

We encourage all qualified self-identified women to apply and thank all those who do. Indigenous women and women from diverse backgrounds are strongly encouraged to apply for this position.

Only those selected for an interview will be contacted.