



1695 Columbia Ave.
Castlegar, BC, V1N 1J1
Ph: 250-365-2104 | Fax: 250-365-2154
Email: info@castlegarcommunityservices.ca

JOB POSTING

Women's Centre Coordinator (Permanent Part-Time)

Castlegar Community Services Society (CCSS) is seeking a compassionate, organized, and community-minded individual to join our team as the **Women's Centre Coordinator**.

The **Castlegar Women's Centre** provides a safe, welcoming, and inclusive space where women and gender-diverse individuals can build meaningful connections, access practical supports, strengthen resilience, and experience a sense of belonging. Through participant-led programming, trauma-informed practice, and strong community partnerships, the **Castlegar Women's Centre** empowers participants to build confidence, develop life skills, improve well-being, and connect with the resources they need to thrive.

We believe every participant brings valuable strengths, experiences, and ideas. We value staff who are committed to listening, fostering meaningful relationships, and creating opportunities for participants to help shape the programs and activities that support their growth and well-being.

The successful candidate will be passionate about empowering women and gender-diverse individuals, building community connections, reducing isolation, and creating welcoming spaces where people feel heard, respected, and supported.

If you're passionate about creating spaces where people feel safe, connected, and empowered, and believe in the power of community to foster healing and belonging, we'd love to hear from you.



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Position Details

1. **Hours:** 4 hours per week (Permanent Part-Time)
2. **Benchmark:** Program Coordinator 1
3. **Standard Wage Grid:** Grid 12, Step 1 – **\$29.17 per hour***
4. **Last Updated:** July 2026
5. **Start Date:** As soon as possible

The new collective agreement has been ratified. Any wage increases resulting from the new agreement will be paid retroactively once funding has been received.

Please Note: This position requires an on-site presence during scheduled programming at the Castlegar Women's Centre. Due to the nature of the role, this position cannot be performed remotely or from home.

Key Responsibilities

- Plan, coordinate, and facilitate meaningful participant-led programming that promotes connection, personal growth, resilience, and well-being.
- Cultivate a welcoming, trauma-informed environment where participants feel safe, respected, connected, and empowered to pursue their personal goals.
- Build trusting relationships with participants while providing practical support, encouragement, and warm referrals to internal and external community resources.
- Develop and maintain collaborative relationships with community organizations, Indigenous partners, healthcare providers, local government, volunteers, and other stakeholders to strengthen opportunities for participants.
- Champion and promote the **Castlegar Women's Centre** through community outreach, events, social media, and other communication channels.
- Coordinate program schedules, guest facilitators, activities, resources, and the day-to-day operations of the **Castlegar Women's Centre**.



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- Collect and maintain participant information, program statistics, outcome data, and reports to support program evaluation and continuous improvement.
- Assist with program planning, budgeting, reporting, and continuous improvement initiatives.
- Support the sustainability and growth of the **Castlegar Women's Centre** by identifying and pursuing funding opportunities, contributing to fund development strategies, preparing grant and funding applications, fostering community partnerships and sponsorships, and supporting fundraising initiatives.
- Recruit, support, and coordinate volunteers, practicum students, and community partners involved in programming.
- Assist participants in accessing practical supports, information, and services that promote safety, stability, and overall well-being.
- Perform other related duties as required.

Qualifications

- Diploma in a related human or social services field.
- Minimum two (2) years of recent related experience in community-based social services or program coordination.
- Experience facilitating groups, community engagement, or participant-led programming is considered an asset.
- An equivalent combination of education, training, and experience may be considered.

Skills & Abilities

The successful candidate will demonstrate:



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- A passion for empowering women and gender-diverse individuals through compassionate, participant-centred support.
- Strong relationship-building, facilitation, and communication skills.
- Knowledge of trauma-informed, strengths-based, and culturally safe practice.
- Ability to plan, organize, and facilitate engaging and responsive programming.
- Sound judgment, initiative, and creative problem-solving skills.
- Strong organizational, administrative, and time management abilities.
- Ability to work independently while collaborating effectively with staff, volunteers, community partners, and other service providers.
- Comfort adapting programming to meet the evolving needs, interests, and goals of participants.
- Commitment to fostering inclusive, welcoming, and culturally safe environments where everyone feels respected, valued, and connected.

Additional Requirements

- Valid Class 5 Driver's Licence.
- Access to a reliable vehicle for community outreach, meetings, and occasional participant transportation, where appropriate.
- Successful completion of a Criminal Record Check, including clearance to work with vulnerable persons.
- Ability to maintain confidentiality, professional boundaries, and ethical practice.
- Union membership is required.

Working at CCSS

At **Castlegar Community Services Society (CCSS)**, we believe in building stronger individuals, families, and communities through compassionate, respectful, and client-centred services.



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We are committed to fostering a collaborative, inclusive, and supportive workplace where staff are empowered to grow professionally, contribute meaningfully, and make a lasting difference in the lives of those we serve. We value integrity, accountability, continuous learning, and the unique perspectives each team member brings to our organization.

CCSS is an equal opportunity employer and encourages applications from individuals of all backgrounds, identities, cultures, abilities, and lived experiences.

CCSS is an Environmentally Sensitive Workplace

To help maintain a healthy environment for staff, volunteers, and clients, we ask that employees refrain from wearing fragrances or using scented products while at work. We also ask that common allergens, such as nuts, not be brought into shared workspaces whenever possible.

Application Process

Please submit your **cover letter and resume** to:

info@castlegarcommunityservices.ca

Please include "**Women's Centre Coordinator**" in the subject line.

Applications will be accepted until the position is filled.