

## **North End Women's Centre Job Posting**



### **Position: Community Economic Development (CED) Manager**

The Community Economic Development Manager reports directly to the Executive Director, is a member of the Management Team and oversees Community Development/Community Economic Development Programs of the North End Women's Centre.

### **Qualifications**

#### **Education and Experience**

- Post-secondary degree or certificate in the social services or administration field
- Minimum two (3) years of experience in a supervision or leadership role
- Experience in retail and/or social enterprise management
- Experience in marketing and communications
- Experience in volunteer management
- Experience in program proposal, report writing and evaluation for NPO's
- Experience working with women in a community based setting in the North End of Winnipeg is an asset
- Varying combinations of relevant education and experience may be considered

#### **Skills and Abilities**

- Exceptional communication and presentation skills
- Ability to effectively motivate and lead a team
- Knowledge of the impacts of poverty, addictions, violence, and dependency on women
- Knowledge of the resources available in the community for women experiencing poverty, homelessness, domestic violence, and/or addictions
- Knowledge of, and experience working with Indigenous people particularly in terms of the historical context, traditions, teachings as well as the unique barriers Indigenous women face
- Knowledge of the Community Economic Development principles
- Non-judgemental and accepting attitude
- Ability to deal with crisis situations in an appropriate manner
- Strong time management, organizational, decision making, and problem solving skills
- Strong computer skills including extensive knowledge of Microsoft office; Office 365, website maintenance; and social media
- Fundraising and event planning experience an asset

#### **Additional Requirements**

- Valid Class 5 license
- Regular access to a safe and reliable vehicle
- Satisfactory Criminal Record and Child Abuse Registry Check

## **Duties and Responsibilities**

### Management Responsibilities

- To support, mentor, provide guidance and supervision to the Up Shoppe staff, Health and Wellness Coordinator, and relevant project staff
- To hold monthly supervision meetings/team meetings as needed
- To participate in the hiring, orientation and annual performance reviews for the Up Shoppe, Health and Wellness Coordinator, and project staff
- To support the Up Shoppe staff by effectively managing escalated and /or confrontational customer situations

### Community Development & Community Economic Development Responsibilities

- To research new funding opportunities, write funding proposals, complete project funding reports to enhance existing CED programs, in consultation with the Executive Director
- To contribute to NEWC's monthly and annually reporting in relevant areas
- To network with, seek out and develop partnerships that will enhance the CED programs offered at NEWC and visibility in the north end community
- To provide tours and steward relationships with donors of NEWC (in collaboration with the Executive Director)
- To maintain and enhance NEWC websites, social media accounts and email lists
- To sit on the Fund Development and communications project working groups
- To chair NEWC internal committees as required

### Up Shoppe Responsibilities (NEWC's Social Enterprise [www.upshoppe.ca](http://www.upshoppe.ca))

- To set and monitor target sales, develop and maintain systems for inventory and monthly reporting of the Up Shoppe, in collaboration with Up Shoppe staff
- To develop and implement strategies to increase the sales and customer base of the Up Shoppe and promote specialized sale items
- To solicit and secure new and gently used donations as needed
- To oversee and institute plans related to relevant workplace legislation (i.e. WH&S, accessibility)
- To provide a variety of coverage as needed in the Up Shoppe
- To develop and implement skill development/volunteer programs that meet the needs of the Up Shoppe and community

### Volunteer Coordination Responsibilities

- To recruit volunteers and students, conduct intakes and orientations based on NEWC's needs
- To maintain volunteer/student files including statistical data
- To provide direction to and monitor the performance of volunteers in collaboration with their direct supervisor
- To recognize the volunteers on multiple occasions annually

### Administrative Duties

- To prepare and submit monthly program reports to the Executive Director
- To participate in management and staff meetings and relevant training opportunities
- To be the lead contact for 382/386 building, related to maintenance needs
- To attend community events and meetings and to sit on community committees as appropriate
- Other duties as assigned, consistent with this job description and approved by Centre policies, procedures, and Executive Director

Job Status: Permanent, Full Time - 37.5 hours a week (Monday to Friday 8:30 – 4:30pm)

Salary Range: \$23 - \$32 per hour (\$44,850 - \$62,400)

Closing Date: Friday, June 15<sup>th</sup> at noon

Resumes and a cover letter may be submitted by email, mail, fax, or in person to:

Cynthia Drebot, Executive Director

North End Women's Centre

394 Selkirk Avenue, Winnipeg, MB R2W 2M2

Fax: 204-586-9476

Email: [cynthia@newcentre.org](mailto:cynthia@newcentre.org)