



West Central  
Women's  
Resource  
Centre

### **EMPLOYMENT OPPORTUNITY: Casual Drop-In Support Staff**

The West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in the West Central neighbourhood of Winnipeg. The Centre works from empowerment, inclusion and harm reduction philosophies to support women with concerns such as housing, income security and healing from domestic violence.

The Drop-In Support Staff supports WCWRC's Drop-in services and community women. She is responsible for creating a welcoming environment and directing visitors and callers to appropriate staff or resources.

**Start Date:** January 2018

**Salary:** \$11.15-\$13

**Time requirement:** Casual **\*Flexible availability including evenings and weekends required\***

**Closing date:** December 19<sup>th</sup>, 2017

#### **Duties and Responsibilities:**

- Create a welcoming atmosphere for everyone in the Drop-In
- Answer and direct calls appropriately
- Be fully aware of WCWRC activities, programming and staff in order to direct inquires appropriately
- Help coordinate drop-in services including hygiene distribution, laundry, shower and computer usage
- Support the coordination of community events, meetings and celebrations
- Assist with preparing and serving snack, lunch and dinner as needed
- Collect and wash drop-in dishes

#### **Knowledge, Skills and Abilities**

##### Essential

- High school diploma, some post-secondary education or combination of education and life experience
- Demonstrated ability to work within an inclusion framework
- Superior problem-solving and conflict resolution skills
- Ability to multi-task and adapt to changing priorities
- Demonstrated ability to meet deadlines
- Strong interpersonal skills; able to work effectively with diverse individuals

- Strong written and verbal communication skills
- Presentation and facilitation skills
- Well-developed computer skills including the use of Microsoft Office and Outlook
- Excellent organizational and time management skills

**Preferred**

- Experience working within the non-profit sector
- Strong understanding of empowerment and harm reduction philosophies
- Ability to work from a multi-level approach
- Understanding of Community Economic Development concepts
- Existing knowledge of the issues of marginalization
- Experience working collaboratively with community organizations

Please submit resume and cover letter to the attention of the Personnel Committee.

**By email: [socialenterprise@wcwrc.ca](mailto:socialenterprise@wcwrc.ca) Fax: 204-783-3173**

**Mail:**

**West Central Women's Resource Centre  
640 Ellice Avenue  
Winnipeg, MB R3G 0A7**

The West Central Women's Resource Centre is committed to representing diversity amongst our staff. Indigenous peoples, visible and ethnic minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.