



Now Hiring

The *North End Community Renewal Corporation* (NECRC) is hiring **two** full-time **Tenant-Landlord Cooperation Coordinators**

NECRC is a local not-for-profit organization committed to the social, economic and cultural renewal of the North End of Winnipeg.

The two **Tenant Landlord Cooperation Coordinator** positions will be full-time positions to coordinate the delivery of rental support and advocacy to tenants and landlords within Winnipeg's North End communities.

Summary of Key Responsibilities:

- Provide North End tenants and landlords advocacy and mediation services ranging from quick consults to direct representation at rental hearings;
- Coordinate and complete rental property quality inspections;
- Conduct outreach to local organizations, plan and deliver rental workshops;
- Correspond with stakeholders and provide weekly written and verbal reports on outcomes;
- Connect clients to relevant resources to increase successful outcomes;
- Identify housing service agencies city-wide, form connections, establish referral routes and bridge gaps between tenant serving agencies and gov't departments

Qualifications:

- Related post-secondary education or equivalent Community Development experience;
- Proficiency with MS Word, Excel, Access and Outlook;
- Excellent written and verbal communication skills;
- Excellent organizational and time-management skills;
- Experience dealing with RTB/RTC, EIA and CFS a major asset;
- Strong understanding of conflict resolution/mediation with exceptional patience and diplomacy;
- Familiarity with North End communities, with experience in communicating with marginalized residents an asset;
- Must be able to climb stairs to carry out rental inspections.

Terms of Reference:

- Term position (renewable dependent on funding);
- Full time (37.5 hours per week, minimal evenings and weekends as required);
- Both positions at \$19/hour;
- Mileage and benefits package (health and RRSP);
- Must have access to own transportation;
- The TLC Coordinators will operate out of NECRC's main office at 509 Selkirk.

We prioritize local community in our hiring and encourage candidates to self-identify as North End residents as well as First Nation, Métis, Inuit or minority status.

Please include a **cover letter** (this is your best opportunity to express why your experience and commitment make you right for the position, resumes without an attached cover letter will not be considered) with resume. Resumes will be accepted until **August 11th, 2017** by **e-mail, fax, mail** or **drop off** to:

Dale Harik – Housing Program Director
North End Community Renewal Corporation
509 Selkirk Avenue, Winnipeg, MB. R2W 2M6
Email: dale@necrc.org **Fax:** (204) 582-2801

Thank you in advance for your application, only persons being considered for the position will be contacted.