



Now Hiring

The **North End Community Renewal Corporation** (NECRC) is hiring a full time
Housing Resource Coordinator

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

The Housing Resource Coordinator is a full-time position working directly in the HIZ designated communities of William Whyte and North Point Douglas. The successful candidate will assist in the administration of programs and organizing events that address housing insecurity, property standards and safety in the North End of Winnipeg.

Summary of Key Responsibilities:

Program Coordination

- Coordinate the Exterior Fix-up Grant Program by helping residents associations create criteria, preparing annual grant applications and reports, and implementing program support to residents in accessing the program and completing grant requirements
- Attend resident associations' meetings monthly and assist residents associations to establish/maintain housing committees
- Refer residents throughout the North End to provincial/city grants and, if necessary, provide support in application process

Organizational Needs

- Work with the Director of Housing, multiple housing programs, resident groups and stakeholders, to implement work plans developed annually
- Assist in the day-to-day delivery of housing initiatives and provide support to the Housing Department programs in the implementation of their duties and responsibilities
- Prepare and distribute monthly reports and minutes to Housing Director, housing stakeholders, resident groups and government agencies
- Monitor systems of reporting to ensure appropriate program information is being communicated and understood
- Gather Housing Department program reports and collate for review at monthly internal meetings
- Coordinate educational and community outreach activities
- Develop knowledge of other resources available in the community and cultivate a network to share resources
- Monitor and update housing pages on NECRC website and manage social media posts for Housing Department in coordination with NECRC communications staff

Qualifications:

- Related post-secondary education or equivalent Community Development experience;
- Proficiency with Social Media, MS Word, Excel, Access Outlook and WordPress;
- Excellent written and verbal communication skills;
- Excellent organizational and time-management skills;
- Ability to handle multiple tasks simultaneously while maintaining attention to detail;
- Familiarity with North End communities, prominent housing issues and marginalized communities.

Terms of Reference:

- Term position (renewal dependent on funding);
- Full time (37.5 hours per week, evenings and weekends as required);
- \$30-32,000 per year plus mileage and benefits package;
- Must have access to own transportation;
- The Community Resource Coordinator reports directly to the Housing Program Director and will operate out of NECRC's main office at 509 Selkirk.

Resumes without a **cover letter** will not be considered. Resumes will be accepted by e-mail, fax, mail or drop off to:

Simone Beudet – Human Resource Manager,
509 Selkirk Ave., Wpg, MB. R2W 2M6
Email: simone@necrc.org Fax: (204) 582-2801

Application Deadline:
4:30pm, March 9th, 2018

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