



NORTH END COMMUNITY RENEWAL CORPORATION (NECRC)

POSITION:	North End Recreation and Wellness Liaison
NO. OF POSITIONS:	One (1)
LOCATION:	Various, Based out of 509 Selkirk Avenue
SALARY:	\$36,000 - \$38,000 per year
HOURS OF WORK:	Monday to Friday / various days, evenings, weekends as required
MIN/MAX HOURS/WEEK:	37.5 hrs/week
POSITION REPORTS TO:	Community Development Director

DUTIES AND RESPONSIBILITIES:

1. Liaise with residents and organizations in order to promote, support and further goals related to recreation and wellness within the North End of Winnipeg.
2. Consult with neighbourhood stakeholders including residents to develop and/or support existing long and short-term plans related to recreation, wellness and safety.
3. Coordinate and facilitate regular meetings with North End Recreation Steering Committee.
4. Assist/support research related to recreation needs and new program trends as it relates to the North End of Winnipeg.
5. Promote existing and new recreation and wellness programs and services available to or led by stakeholders within the North End.
6. Support the promotion material and publicity including press releases related to local facilities, programs, events and services within the North End as appropriate and as requested.
7. Conduct outreach to residents and other stakeholder groups.
8. Prepare detailed reports and proposals including budget reports, financial reports and monthly activity reports.

QUALIFICATIONS:

1. Must possess University degree/college diploma and /or experience in programming related to recreation, leisure, arts, active living and sport.
2. Must possess experience working with community groups within an asset-based community development framework.
3. Knowledge of recreation and the delivery of leisure programs within the North End would be an asset.

4. Must possess direct experience and have an awareness of current issues affecting the Indigenous and Newcomer youth in particular.
5. Demonstrated ability to facilitate and coordinate large and diverse groups of stakeholders.
6. Must possess excellent time management skills.
7. Can work independently while meeting goals and deadlines with minimal supervision.
8. Experience in supervision of staff/volunteers.
9. Proficient with computers including Microsoft Office Suite, Adobe Creative Cloud and basics in social media marketing and management.
10. Demonstrated ability to communicate effectively in English both orally and in writing.
11. Experienced in writing formal reports/funding proposals.
12. Demonstrated skills in mediation and conflict resolution.
13. First Aid Certificate or higher certificate as in equivalent such as a CPR Level C Certificate would be an asset.

Indigenous persons, women, visible minorities, individuals with disabilities and residents of the north end are encouraged to self-declare in their cover letter.

Send resumes with cover letter and three references to:

Simone Beaudet
Human Resource Manager
North End Community Renewal Corporation
509 Selkirk Ave.
Winnipeg, Manitoba R2W 2M6
Email: simone@necrc.org
Deadline for applications: Friday, September 6th, 2019

We appreciate all applications, however only those considered for an interview will be contacted.