



The *North End Community Renewal Corporation* (NECRC)

## **Now Hiring Tenant Landlord Cooperation TLC ADVOCATE (4)**

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

The roles and responsibilities of the Tenant Landlord Cooperation (TLC) Advocate is to: ensure equitable access of marginalized tenants to systems involved in housing stability; to increase responsibility on the part of both landlords and tenants with regards to rental housing; to improve, maintain and prevent further deterioration to the quality of rental properties, to foster increased capacity of tenants, landlords, community orgs and government agencies to address barriers in rental housing stability, and to improve homelessness outcomes through the application of holistic grass roots client-based direct advocacy.

### **Summary of Key Responsibilities:**

#### **Project Development & Implementation**

- Provide direct client advocacy
- Provide conflict resolution/mediation to tenants/landlords in dispute
- Conduct rental inspections on request and in conjunction with client advocacy and grant programs
- Communicate with landlords, tenants and partners
- Coordinate or contribute workshops for landlords and tenants

#### **Administrative Activities**

- Submits monthly written reports on activities
- Communicates with Housing Services Coordinator and other housing staff
- Coordinates data with staff and tracks accurately for written reports
- Refer clients to additional supports

### **Qualifications:**

- Related post-secondary education or equivalent Community Development experience an asset;
- 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:**

- Full time (37.5 hours per week, evenings and weekends as required);
- Starting at \$40,950 per year plus mileage and benefits package;
- Must have access to own transportation;
- The TLC Advocate reports directly to the Housing Service Coordinator and will operate out of NECRC's main office at 509 Selkirk Avenue.

**Please submit your resume and cover letter to [simone@necrc.org](mailto:simone@necrc.org) by Aug 14, 2020**

Resumes without a **cover letter** will not be considered.

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