

**NORTH END COMMUNITY RENEWAL CORPORATION**

**JOB DESCRIPTION**

<b>Job Title: NORTH END RECREATION AND WELLNESS LIAISON</b>	<b>Work Hours: 8:30 to 4:30 + flex hours Monday to Friday</b>
<b>Reports to: Community Development Manager</b>	<b>Location: 509 Selkirk Ave, Winnipeg, MB</b>

**JOB SUMMARY:**

The North End Recreation and Wellness Liaison will work under the direction of the North End the Community Development Manager. They will facilitate and work with the diverse interests of numerous partner organizations to address recreational gaps in Winnipeg’s North End.

This position is not a direct programming position, but one of coordination, facilitation and public relations.

This Initiative’s guiding principles revolve around a strategic focus on increasing neighbourhood safety and accessibility to recreation. This will be accomplished through cross sectoral partnerships with residents, community organizations, businesses and various levels of government.

At the core of their duties will be a focus on community development, where their work will involve organizing key stakeholders and facilitating collaboration to implement recommendations from various reports; including the Truth Reconciliation Calls to Action, North End Sport Framework, NECRC Strategic Plan, and others. Many of the duties and responsibilities include advocacy, program building, grant administration, ideation, grant and report writing, public relations (between communities and various partners), liaising and community building.

This position requires flexible working hours, including evenings and some weekends.

**KEY RESPONSIBILITIES:**

- **Networking, Outreach & Community Relations**
  - Engage and build relationships with community residents and organizations to promote and to build recreation capacity in the North End
  - Provide leadership for furthering the recreation and leisure goals of the North End
  - Actively participates in community outreach activities
  - Establish good working relationships with partner organizations, funders, government departments to promote a collaborative approach towards revitalization activities
  - Regularly attend and participate in community meetings in order to build capacity, establish networks and build partnerships among north end stakeholders
- **Coordination/ Facilitation/ Organizing**
  - Coordinating regular meetings of The North End Recreation and Wellness Steering committee, ensuring appropriate documentation and follow up
  - Ensuring key North End partner organizations are represented on the North End Recreation and Wellness Steering Committee

- Work with existing resources and partner organizations to support residents in achieving their vision for recreation and leisure in the north end
- Provide various levels of support in the development of long and short term plans related to community projects such as: North End Hockey Program, North End Arts, The North End Rec Van, North End Sport, The North End Recreation Plan
- Continue to implement the recommendations of the North End Sport Framework
- Promoting existing and new recreation and leisure programs and services to residents of the north end
- Building on the strengths and reducing the gaps in recreation & leisure programming and services
- Working with residents to implement program planning changes as identified by the community and stakeholders
- Communication
  - Leads the development of promotional materials and publicity as it relates to local facilities, programs and services specific to the North End
- Administration
  - Assists in researching community recreation needs and new program trends as it relates to the community needs and various committees of the North End Recreation Action Plan.
  - Complete administrative duties including funding proposals, project and financial reporting
  - Submit a monthly report to the Community Development Manager
  - Develop an annual action work plan and progress report on project activities
  - Develop and implement an evaluation process to measure project achievements and progress, as required
  - Ensures all events and activities fulfills all building, health and safety requirements
- Other duties as assigned

**FORMAL EDUCATION/TRAINING AND EXPERIENCE:**

**Education/Training:**

- University Degree or College Diploma in a related field

**Experience:**

- 1-3 years' experience in Community Development

**OTHER KEY SKILLS/KNOWLEDGE:**

- University degree/college diploma and/or experience in community development and programming related to recreation, leisure, active living, arts and culture and sport
- Demonstrated ability to facilitate/ lead group discussions
- Demonstrated skills in conflict resolution
- Experience in writing formal reports, proposals, and media releases
- Excellent computer skills with proficiency in Windows XP and Microsoft applications
- Strong communication and interpersonal skills
- Good follow through and demonstrated delivery on project objectives
- Independent work capability
- Must possess a valid Emergency First Aid Certificate or higher and CPR Level C Certificate, or equivalent.

- Possess direct experience and have an awareness of current issues affecting Indigenous and Newcomer youth.
- Direct experience in providing recreation programming and services to community groups, particularly in the North End, an asset
- Knowledge of North End issues and concerns

**PROFICIENCY IN THE USE OF COMPUTERS:**

- Word processing and database management
- Financial management
- E-mail and networked communication
- Internet research and communication

**PERSONAL CHARACTERISTICS:**

- Demonstrated adaptability and versatility in a changing work environment while maintaining quality
- Understanding of ethical practices and standards in the field and a practice consistent with the values of NECRC
- Builder of positive working relationships
- Effective communication
- Innovative contributor to organizational growth
- Understanding and respect for the needs of community volunteers
- Cooperative working style which enhances organizational effectiveness
- Ability to assess situations and determine the importance, urgency, and risks and to make clear decisions which are timely and in the best interests of the organization
- Works to a schedule with clear deadlines, goals, action plans, and demonstrable results

**Please submit cover letter and resume to:**

Deana Paisley, Community Development Manger;

**email:** [deana@necrc.org](mailto:deana@necrc.org)

**fax:** 204-582-2801

**In-person:** 509 Selkirk Ave, Winnipeg, MB R2W 2M7

The North End Community Renewal Corporation is committed to employing a workforce reflective of the community we serve. Applicants are encouraged to self-declare at the time they apply. Only those offered an interview will be contacted.