



NORTH END
COMMUNITY
RENEWAL CORP.

Career Opportunity:

Tenant Landlord Cooperation Advocate (TLC Advocate)

North End Community Renewal Corporation (NECRC), is a not-for-profit organization dedicated to the revitalization of Winnipeg's North End neighbourhood through a variety of innovative and sustainable social, economic, and cultural initiatives. NECRC values diversity and inclusiveness, especially from the North End community, Indigenous peoples, individuals with relevant lived experience, and members of equity-seeking groups. We encourage you to highlight your connection to these groups in your application as we work to build a team that reflects the community we serve.

Job Title: Tenant Landlord Cooperation Advocate (TLC Advocate)

Department: Housing

Location: 509 Selkirk Avenue, Winnipeg, MB

Salary: \$25 - \$27 per hour

Hours: Full-time (37.5 hours/week), with evening and weekend shifts as needed

Reports To: TLC Team Lead

Position Overview:

As a TLC Advocate, you will play a crucial role in supporting marginalized tenants and advocating for stable housing conditions by providing direct, comprehensive advocacy tailored to clients' needs. Your responsibilities include educating tenants and landlords about their rights and duties, connecting them with resources, working towards improving the overall quality of rental properties, and focusing on eviction prevention as a key goal to ensure housing stability.

Desired Knowledge and Experience:

- Post-secondary education in Community Development or related field, or equivalent experience.

- Familiarity with community resources addressing income, housing challenges, and poverty.
- Experience in creating effective referral processes and partnerships.
- Knowledge of the North End's housing issues and marginalized communities.
- Understanding of the Residential Tenancies Act and Branch.
- Insight into non-profit business and service operations.
- A trauma-informed approach in all interactions.
- Must have reliable transportation and be proactive, organized, and adaptable.

Skills and Expectations:

- **Communication:** Skilled in preparing clear and concise reports, emails, and professional documents.
- **Collaboration:** Ability to build and maintain positive relationships across various stakeholders.
- **Independence and Drive:** Self-motivated with strong organizational skills and the ability to meet targets.
- **Attention to Detail:** Provides thoughtful, strategic advice, capable of objective assessment and teaching.

Responsibilities:

- Maintain accurate records and communicate effectively with all stakeholders.
- Conduct rental inspections as part of client advocacy efforts.
- Facilitate connections to additional support and provide direct advocacy to clients.
- Resolve conflicts and mediate disputes between tenants and landlords.
- Manage client cases efficiently, identifying further support needs.

Additional Duties:

- Promote and educate on available resources and services.
- Document and improve case management practices through resource sharing.
- Foster partnerships for referrals and support connections.
- Perform data entry tasks as needed.

Application Process:

Please email your resume and a cover letter explaining why you are the ideal candidate for this role to Talia Syrie at HR@necrc.org. Your cover letter is important for us to understand your unique qualifications. The position will remain open until filled, and we thank all applicants for their interest. Only those selected for further consideration will be contacted.