



## **North End Recreation and Wellness Liaison**

North End Community Renewal Corporation (NECRC), is a not-for-profit organization dedicated to the revitalization of Winnipeg's North End neighborhood through a variety of innovative and sustainable social, economic, and cultural initiatives. At NECRC, you'll be part of a team dedicated to making a tangible difference in the community. We offer a supportive work environment, opportunities for professional development, and the chance to work on meaningful projects that positively impact the North End of Winnipeg.

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.

**Work Hours:** 8:30 AM to 4:30 PM Monday to Friday + some evenings and weekend

**Reports to:** Community Development Manager

**Location:** 509 Selkirk Ave, Winnipeg, MB

**Salary:** 26.29 per hour

**Term Position:** 12 Months

### **Job Summary:**

The North End Recreation and Wellness Liaison will coordinate efforts and collaborate with various community stakeholders to enhance recreation opportunities in Winnipeg's North End. This role involves coordination, facilitation, and public relations rather than direct programming.

The primary focus will be on community development, organizing stakeholders, and implementing recommendations from key reports to improve neighborhood safety and access to recreational facilities. Your role will involve relationship building, community engagement, program development, and administrative duties, aiming to address the diverse needs of North End Neighborhoods.

### **Key Responsibilities:**

- **Networking, Outreach & Community Relations:**
  - Engage with community members and organizations to enhance recreational opportunities.
  - Lead efforts to achieve the recreation and leisure goals for the North End.
  - Establish and maintain strong relationships with partners, funders, and government bodies.

- **Coordination/Facilitation/Organizing:**
  - Organize and lead meetings for the North End Recreation and Wellness Steering Committee.
  - Collaborate with partner organizations to support local recreation initiatives.
  - Promote and improve recreational programs and services.
- **Communication:**
  - Develop promotional materials and manage publicity for local facilities and programs.
- **Administration:**
  - Handle administrative tasks including funding proposals and project reporting.
  - Develop and monitor project plans and evaluations.

**Formal Education/Training and Experience:**

- **Education:** University Degree or College Diploma in a related field.
- **Experience:** 1-3 years in Community Development or Non-Profit sector.

**Other Key Skills/Knowledge:**

- Knowledge of the North End of Winnipeg and its diverse community.
- Experience working with marginalized populations
- Proficient in facilitating group discussions and conflict resolution.
- Strong writing skills for reports, proposals, and media releases.
- Excellent computer skills, including Microsoft Office applications.
- Valid Emergency First Aid and CPR Level C Certificates.
- Experience with Indigenous and Newcomer youth is beneficial.
- Skilled in email, networked communications, and internet research.

**Personal Characteristics:**

- Adaptable and able to maintain quality in a dynamic work environment.
- Committed to ethical practices and standards.
- Strong communicator and relationship builder.

**Application Instructions:**

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. DO NOT APPLY ON THE INDEED or LINKDIN SITE.