



NORTH END  
COMMUNITY  
RENEWAL CORP.

## **JOB POSTING**

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. 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

### **WORK HOURS:**

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

### **REPORTS TO:**

TLC Team Lead

### **PRIMARY LOCATION:**

509 Selkirk Avenue, Winnipeg, MB

### **SALARY:**

\$25 - \$27 per hour

## **JOB SUMMARY**

As a TLC Advocate, you will be required to focus on Eviction Prevention, which reduces the number of marginalized individuals facing possible homelessness. You will play a crucial role in supporting marginalized tenants with their housing needs and advocating for them to landlords, property mgmt. groups, income systems, and the Residential Tenancies Branch and/or Residential Tenancies Commission, when working to prevent an eviction. The TLC Advocate will work with the landlord and the tenant in this process to stabilize the housing situation, by providing direct, comprehensive advocacy tailored to clients' needs, both tenant and landlord. 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. The successful candidate will be resourceful, resilient and have a good sense of humor. **NECRC is happy to provide training for the right applicant.**

## **SKILLS AND EXPECTATIONS**

- Familiarity with community resources addressing income, housing challenges, and poverty.
- Knowledge of the North End's housing issues and marginalized communities.
- Interest in creating effective referral processes and partnerships.
- Insight into non-profit organizations, funding agreements and service operations.
- A trauma-informed approach in all interactions, de-escalation skills.
- Must be proactive, organized, and adaptable.
- Skilled in preparing clear and concise reports, emails, and professional documents.
- Ability to build and maintain positive relationships across various stakeholders.
- Self-motivated with strong organizational skills and the ability to meet targets.
- Provide thoughtful, strategic advice, capable of objective assessment and teaching.
- Proficiency with Microsoft Office suite.

### **CORE COMPETENCIES**

- Ability to apply a high degree of discretion in establishing supportive, trusting relationships with clients.
- Ability to work effectively across organizational departments and in a team and partnership context.
- Demonstrated skills in crisis intervention, mediation, and conflict resolution.
- Demonstrated ability to assist groups to develop and co-ordinate community activities and programs.
- Demonstrated ability to build and maintain professional, confidential relationships with multi-barrier individuals.
- Knowledge and awareness of Cultural Diversity.
- Knowledge of current social issues such as poverty, homelessness, mental illness, addictions, domestic violence, child protection, et cetera.
- Knowledge of community resources and methods of access.
- Excellent oral and written communication skills.
- Strong analytical and critical thinking skills.
- Strong time management skills.

### **KEY RESPONSIBILITIES**

- Manage client cases, prioritizing confidentially and efficiently.
- Work to resolve conflicts and mediate disputes between tenants and landlords.
- Facilitate connections with additional support and provide direct advocacy for clients.
- Conduct rental inspections when required.
- Maintain accurate records and communicate effectively with all stakeholders.

### **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](mailto: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.