



### **Director of Mentorship**

The West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in the West Central neighborhood of Winnipeg. WCWRC is seeking a Director of Mentorship to provide supervision to our Volunteer and Mentorship program, in addition to facilitating and coordinating the Women Empowering Women into Leadership program (WE WIL).

**Start Date:** July 2017

**Salary:** commensurate with experience, includes benefits

**Time requirement:** 37.5 hours per week, 1 year term position

**Closing date:** June 16<sup>th</sup>, 2017

#### **Summary of Duties and Responsibilities**

##### ***Supervise and Support volunteer, Mentors and Students***

- Recruit and train community volunteers
- Provide goal-setting and asset-mapping support to participants
- Coordinate and supervise practicum student placements within WCWRC programs
- Identifying meaningful training and learning opportunities for women with barriers to employment and education

##### ***Delivery of Women Empowering Women into Leadership (WE WIL) program***

- Coordinate and facilitate WE WIL twice a year
- Recruit (promote and interview) appropriate participants for program
- Conduct program evaluation and case management support for participants
- Provide ongoing review of program curriculum
- Build and maintain community connections and partnership with relevant external agencies

#### **Evaluation**

- Ensure strong, useful program evaluation is occurring in all aspects of volunteer and mentorship program as per funding and WCWRC requirements

#### **Reporting**

- Ensure Executive Director is kept aware of all trends, priority issues, concerns and opportunities and assist with problem solving issue raised
- Track reporting dates and write proposal and reports for funding related to volunteer and mentorship program in collaboration with Executive Director

## **Other**

- Actively participate in WCWRC staff retreats, trainings and meetings
- In conjunction with other WCWRC staff, provide on-going informal support, referral and direction to community women using the Centre
- Support drop-in and other programs as requested

## ***Knowledge, Skills and Abilities sought***

### ***Required***

- Post-secondary education in social sciences, including Social Work, Inner City Studies, or similar; a combination of experience and education may be considered
- A strong and demonstrated understanding of anti-oppression and inclusion frameworks and how to apply them
- Existing knowledge of the issues of marginalization, poverty and the social determinants of health
- Strong understanding of empowerment and harm reduction philosophies
- Presentation and facilitation skills
- Experience in supervising, supporting and mentoring a diverse group, including volunteers
- Experience in program planning, implementation and evaluation
- Superior problem-solving and conflict resolution skills
- Strong written and verbal communication skills
- Excellent time management and organizational skills
- Strong administrative skills, including strong attention to detail

### ***Preferred***

- Experience working within the non-profit sector
- Experience developing and managing a budget, writing proposals and reports
- Strong advocacy skills
- Case management experience
- Experience working collaboratively with community organizations

Please submit resume and cover letter to the attention of the **Personnel Committee** with the title of the position in the subject line. Cover letter should expressly indicate how your experience meets the job requirements.

**By email: [executivedirector@wcwrc.ca](mailto:executivedirector@wcwrc.ca)**

**By fax: (204) 783-3173**

**By mail: 640 Ellice Ave. Winnipeg, MB R3G0A7**

The West Central Women's Resource Centre is committed to representing diversity amongst our staff. Indigenous peoples, visible and ethnic minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.

We thank everyone for their interest, however only candidates selected for an interview will be contacted.