



West Central Women's Resource Centre

EMPLOYMENT OPPORTUNITY: Drop In: Operations

The West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in the West Central neighbourhood of Winnipeg. The Drop In: Operations position supports WCWRC's drop-in services and community women. They are responsible for creating a welcoming environment, supporting community women and overseeing the day-to-day operations of the building.

Start Date: July 2017

Salary: \$16-18

Time requirement: 35 hours per week ***Evening and weekend work required***

Closing date: June 30th, 2017

Drop-In

- Ensure all women and guests of WCWRC feel welcome in drop-In
- Be fully aware of WCWRC activities, programming and staff in order to direct phone and in person inquires appropriately
- Coordinate drop-in services including laundry, shower and computer usage
- Assist with community meetings, events and celebrations
- Delegate tasks to mentors and volunteers and provide support as needed
- Provide relevant community resource referrals to drop-in participants
- Utilize conflict resolution skills to manage incidents in drop-in

Building Maintenance

Responsible for the day-to-day operations of the building (general maintenance and cleaning) including:

- Maintain community information boards; order and organize brochures and posters
- Manage inventory of bathroom, laundry, cleaning and hygiene supplies
- Liaise with contractors and service providers regarding repairs and maintenance (fire detection/alarm systems, plumbing, pest control, waste management etc.)

Evaluation

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

Reporting

- Ensure Director of Social Enterprise 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 drop-in programming and services in collaboration with other staff

Knowledge, Skills and Abilities

Essential

- Post-secondary education in social sciences, including Social Work, Inner City Studies, or similar; or a combination of experience and education
- Superior problem-solving and conflict resolution skills
- Demonstrated ability to work within an inclusion framework
- Demonstrated ability to meet deadlines
- Strong interpersonal skills; able to work effectively with diverse individuals
- Strong written and verbal communication skills
- Well-developed computer skills including the use of Microsoft office and outlook
- Excellent organization and time management skills
- Ability to multi-task and adapt to changing priorities
- Self-motivated, able to work with minimal supervision

Preferred

- Knowledge of the West Central neighbourhood and community resources
- Experience working within the non-profit sector
- Strong understanding of empowerment and harm reduction philosophies
- Ability to work from a multi-level approach
- Understanding of Community Economic Development Concepts
- Knowledge of marginalization; homelessness and poverty
- Experience working collaboratively with community organizations
- Experience managing a budget
- Experience writing proposals and reports

Please submit resume and cover letter to the attention of the Personnel Committee. The cover letter should expressly indicate how your experience meets the requirements of this position.

By email: socialenterprise@wcwrc.ca Fax: 204-783-3173

Mail:

**West Central Women's Resource Centre
640 Ellice Avenue
Winnipeg, MB R3G 0A7**

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.