



Employment Opportunity: More Than Four Walls Administrative Assistant

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 to hire an Administrative Assistant for our More Than Four Walls Housing First program. The Administrative Assistant supports the Housing Director and More Than Four Walls Housing First staff.

Start Date: May 2017

Salary: \$16/hr.

Time Requirement: 15 hours/week

Closing Date: April 29, 2017

Responsibilities:

Administration

- Assist program staff to collect and maintain accurate records and statistics, entering data into reporting systems as appropriate
- Under guidance of the Housing Director, develop and maintain spreadsheets to track data
- Compile program statistics and create reports, to be submitted to the Housing Director
- Maintain accurate and organized financial records relating to participant costs.
- Maintain and update program procedure manuals
- Assist program staff to problem solve administrative challenges
- Assist program staff to administer damage deposits, rent subsidies and participant related allotments as required
- Follow policies and procedures for intake, documentation, coordinating damage deposit, rent subsidy and property damage funds
- Assist with Life Skills training sessions for women to help build their capacity to maintain housing and make steps towards positive life choices, especially focusing on tenancy skills and knowledge.
- Report monthly statistics, narratives and financial reports to the Housing Director
- Attend staff and team meetings, take notes for team meetings
- Attend networking meetings in place of Housing Director when required

Liaison

- Provide program information to participants when Housing First Worker is not available.
- Act as program liaison in WCWRC Drop-In and Reception when necessary
- Maintain professional relationships with referral sources and other Housing First service providers
- Support drop-in and other WCWRC programming as requested

Knowledge, Skills and Abilities

Essential

- Completion of Grade 12
- Strong Excel skills
- Demonstrated problem-solving skills
- Strong Conflict Resolution skills
- Strong interpersonal skills
- Demonstrated ability to follow direction
- Strong ability to work within a team atmosphere
- Professional and responsible with sensitive and confidential issues
- Ability to work independently
- Ability to work under pressure.

Preferred:

- Strong understanding of empowerment and harm reduction philosophies
- Ability to adapt to changing priorities
- Ability to multi-task

Working Conditions

- Days
- Indoor work environment
- Office time, computer use

Please submit resume and cover letter to the attention of the Personnel Committee, c/o Lisa Spring. Only those selected for an interview will be contacted.

By e-mail: homes@wrc.ca

Mail: Personnel Committee

c/o Lisa Spring

West Central Women's Resource Centre

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Winnipeg, Manitoba

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

