



West Central Women's Resource Centre

EMPLOYMENT OPPORTUNITY: Drop In Support Staff 1 part time permanent, multiple casual positions

The West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in the West Central neighbourhood of Winnipeg. The Centre works from empowerment, inclusion and harm reduction philosophies to support women with concerns such as housing, income security and healing from domestic violence.

The Drop-in Support Staff supports WCWRC's Drop-in services and community women. She is responsible for creating a welcoming environment and directing visitors and callers to appropriate staff or resources.

Start Date: June 2017

Salary: \$11-\$13

Time requirement: 20 hours per week ***Evening and weekend work required***

Closing date: May 22, 2017

Duties and Responsibilities:

- Create a welcoming atmosphere for everyone in the Drop-In
- Answer and direct calls appropriately
- Be fully aware of WCWRC activities, programming and staff in order to direct inquiries appropriately
- Help coordinate drop-in services including laundry, shower and computer usage
- Assist in carrying out draws and hygiene distribution
- Assist with community meetings or games, when scheduled
- Delegate tasks to mentors and volunteers as needed
- Assist with the coordination of community events and celebrations

Knowledge, Skills and Abilities

Essential

- High school diploma, some post-secondary education or combination of education and life experience
- 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

- Presentation and facilitation skills
- Well-developed computer skills including the use of Microsoft office and outlook
- Professional and responsible with sensitive and confidential issues
- Excellent organizational and time management skills
- Superior problem-solving and conflict resolution skills
- Ability to multi-task and adapt to changing priorities

Preferred

- 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
- Existing knowledge of the issues of marginalization
- Experience working collaboratively with community organizations

Please submit resume and cover letter to the attention of the Personnel Committee and **specify if you are applying for the part time or casual position.**

By email: cm@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.