



# Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

## **POSITION: Director of Central Neighbourhoods**

**Spence Neighbourhood Association is looking to fill a full-time, 37.5 hour per week Director of Central Neighbourhoods (Central Park, Centennial, West Alexander).** This position will work typical office hours, with some flexibility, and be based out of the 231 Isabel office. Occasional evening and weekend work may be required. At this time, the position is a term position until March 31st 2021 with the possibility of extension.

This position is a Director-level position, hosted by Spence Neighbourhood Association (SNA). Central Neighbourhoods (CN) is a part of the SNA and has been since 2017. SNA acts as core support for bookkeeping, financial reporting, etc. The Executive Director of SNA provides oversight to the Director of Central Neighbourhoods and the SNA board provides oversight to the Central Neighbourhoods Advisory Committee.

Staff in this position will be responsible for developing good relationships with funders, co-workers, and community partners. The staff member will be a member of many community committees including the CMNRC table, Central Park Stewardship Committee, Winnipeg Harm Reduction Network and others, and fully support the work of the CN Advisory Committee.

### **Primary responsibilities include:**

- Support, organize and coordinate Central Neighbourhoods Advisory Committee
  - Meet, engage and work with different Central Neighbourhoods stakeholders (e.g. business, residents, organizations)
  - Advertise, administer and monitor Central Small Grants project using the identified priorities in the Five Year Neighbourhood Renewal Plan
  - Conduct consultations with different stakeholders in Central Park, Centennial and West Alexander ● Seeking appropriate grant opportunities for various programs, and potential future programs, based on the 5 Year Plan
  - Engage all three communities by supporting residents' associations, agencies, and others to celebrate and highlight the strengths of the community
  - Work to address community concerns in the areas of housing, safety, community pride, intercultural relations, and education and livelihoods
  - Assist stakeholders from Central Neighbourhoods in project development
  - Lead the CN Harm Reduction Distribution Door Service efforts
  - Lead and support the execution of community events including Sakihwe Festival, 100 Soccer Balls and other community events as requested
  - Oversee staff to all positions, practicum students and volunteers within the CN
  - Lead the tenant relationship with the property owner
  - Work side by side with the Executive Director, the Finance Contractor and Bookkeeper to ensure that work is smooth and responsibilities are being appropriately delegated.
  - Oversight of the CN Social Media Platforms
  - Working collaboratively with SNA program managers, frontline staff, etc.
  - Working collaboratively with partners, funders, and stakeholders within the Central Neighbourhoods areas.
    - Using the Google Environment to collaborate with SNA staff, partners, and external stakeholders
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- Follow SNA's 8 Expectations at all times in the community and the workplace; Be Safe, Be Respectful, Be Engaged, Be Accountable, Work as a Team, Be Supportive, Communicate, and Demonstrate Professionalism ● Work with others to maintain a clean and orderly office space
- Other duties as assigned
  - \*Must follow all current health guidelines

## **Desired qualifications:**

- Experience working in a similar environment and managing staff team members
- Ability to advocate where needed
- Ability to help individuals and groups identify and achieve their goals
- Ability to organize learning for community members and/or refer them to learning opportunities ● Experience planning, organizing and executing large and small scale community events ● Firsthand experience working and living within a culturally diverse, inner-city community. ● Experience leading successful fundraising activities, grant and proposal writing, and accurate, timely reporting.
- Ability to work with an anti-oppressive, anti-colonial, anti-racist framework and demonstrate skills in community engagement.
- Ability to work effectively in a team setting, including excellent communication with team members
- Must be able to provide clear direction and feedback to colleagues
- Must be able to work on tight timelines
- Must be competent with the Google Environment (ie. GMail, Google Calendar, Google Docs, Google Sheets, Google Meet, etc.)
- Provide a Criminal Record with vulnerable sector completed and Child Abuse Registry check.
- Class 5 Driver's License would be considered an asset
- Must be able to self-manage their own schedule, set their own meetings, complete work in the time allotted, and be responsible for their own time-management
- Must be punctual, and arrive prepared to work
- Must be responsible, and demonstrate basic professional behaviours while at work
- Must be able to remain calm in stressful situations and represent CN and SNA well in all community environments
- Must be able to work collaboratively with a wide variety of people and programs
- Must be willing to take Naloxone Training and prepared to use Naloxone if necessary
- Must be able to communicate effectively in English both verbally and in writing.
- Must be knowledgeable about resources in the inner-city of Winnipeg for individuals and families
- Must be creative, ambitious, hard-working and eager to take on new challenges
- Must have a working knowledge of Restorative Justice practices, strength-based behaviour management models, and/or a willingness to learn
- Must be willing to address issues or disagreements in a constructive and helpful manner

## **Assets:**

- Current First Aid, CPR training (must be willing to obtain)
- A resident of the inner-city of Winnipeg
- Lived life experience consistent with the clients served by our organization
- Education, Training or experience consistent with the qualifications as outlined
- A Class 5 Driver's License considered a strong asset (or a willingness to obtain)

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Spence Neighbourhood Association highly encourages Indigenous People, Newcomers, People of Colour, women, members of the 2SLGBTQ\* community, residents of the West End, and individuals with lived-life experience, as it pertains to this role, to apply.

## **Hours and remuneration:**

The Employee agrees to fulfill a 37.5 hour work week. SNA agrees to pay \$25 per hour for a 37.5 hour work week on a bi-weekly schedule, with hours paid as worked. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Full-time staff will receive a comprehensive benefits package, on the first of the month following their first 90 days of employment. Responsibilities may require flexible hours to be worked (i.e., evenings and weekends) such as board meetings, occasional extension of hours to meet unanticipated deadlines, or fundraising/community events in the evenings or on weekends. However, regular hours will be between 9:00 AM and 6:00 PM Monday to Friday.

**The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community.**

### **DEADLINE FOR APPLICATION:**

**Please submit resume and cover letter by Friday, October 30th at 12:00 pm (Noon)**

### **SUBMIT RESUME & COVER LETTER TO:**

Spence Neighbourhood Association  
Attention: Lin Howes-Barr, Executive Director  
615 Ellice Avenue  
E-mail: [lin@spenceneighbourhood.org](mailto:lin@spenceneighbourhood.org)