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## EMPLOYMENT OPPORTUNITY

### **Position: Central Community Well-being Coordinator**

Spence Neighbourhood Association is hiring a Community Well-being Coordinator for Central Neighbourhoods. The Community Well-being Coordinator provides programs and events to address social isolation, provide opportunities for recreation, and build community connections in the Central Neighbourhoods (Central Park, Centennial and West Alexander). The Coordinator will organize events and programming for people who live in the inner city of Winnipeg, with a focus on mental and physical health, to energize and activate the residents to build a healthier community in Central.

This is a part-time 4-month term position, March 1, 2021 - June 30, 2021 with potential for extension. The position reports to the Director of Central Neighbourhoods.

#### **About Central Neighbourhoods**

*Central Neighbourhoods is a project for the coordination of neighbourhood revitalization activities in Central Park, Centennial and West Alexander. Central Neighbourhoods is hosted under the umbrella of Spence Neighbourhood Association.*

#### **Primary Duties**

Coordination and Community Development:

- Create, organize, develop and implement Well-being Programming, as outlined in the Central Community Wellbeing Project Action Plan. This includes community engagement, public education, and peer supports.
- Engage with local organizations to recruit participants
- Coordinate Harm Reduction programming, including peer support groups and supply distribution
- Build relationships with program participants and ensure programming is participant-led, and provide a safe and inclusive environment
- Build relationships with partners, organizations and other organizations in order to provide quality programming
- Refer or provide direct wrap-around supports
- Other duties as assigned

Administration:

- Organize and maintain documentation relevant to the project in a confidential manner
- Track, monitor and evaluate program, and report evaluation results; includes input and data from community stakeholders and participants
- Manage the program budget
- Secure funding for the program to continue the following year
- Support report and grant writing related to the program as needed for Central

## Qualifications

- 1-3 years experience organizing and facilitating programming for youth and/or adults
- Experience in community engagement and facilitation, and working with people with lived experience (trauma, violence, and substance use)
- In depth knowledge of existing health, mental health, wellbeing and addictions services and supports
- Knowledge of barriers that inner city communities face with regards to health and wellbeing
- Strong communication skills, to communicate both verbally and in writing
- Be able to work afternoons/evenings and some weekends
- Experience in report and proposal writing
- Experience managing budgets

## Assets

- Current First aid, CPR training
- Creativity and ambition
- Ability to multitask
- Organized and deadline oriented
- Experience with referrals to other services, including health, mental health and harm reduction
- Drivers Licence - Possess Class 5 driver's license or be willing to obtain it

## Hours and remuneration:

The Employee agrees to fulfill a 20-25 hour work week, at the Central Neighbourhoods location, 231 Isabel Street or remotely. SNA agrees to pay \$18 per hour 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. Responsibilities may require flexible hours to be worked, to accommodate programming and event schedules (i.e., evenings and weekends).

Central Neighbourhoods 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.

TO APPLY	
DEADLINE	Monday, Feb 22, 2021 at 12pm (noon)
SUBMIT COVER LETTER AND RESUME  Applications without a cover letter and resume will not be considered. Applications accepted by email only.	ATTN: Denae Penner Email: <a href="mailto:director@cnwpg.org">director@cnwpg.org</a> Subject: Community Well-being Coordinator Application