



The North End Community Renewal Corporation (NECRC) is a local not-for-profit organization committed to the social, economic and cultural renewal of the North End of Winnipeg.

<b>Job Title</b>	North End Food Security Green Team Summer Position
<b>Incumbent</b>	
<b>Department</b>	<input type="checkbox"/> Administration <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Community Development <input type="checkbox"/> Economic Development <input type="checkbox"/> Other:
<b>Location</b>	509 Selkirk Ave, Winnipeg, MB
<b>FTE/Wage</b>	\$11.95
<b>Work Hours</b>	Part-Time; Tuesday 8:30 to 4:30 and Friday 1:00 to 6:30 + flex hours
<b>Reports to</b>	Community Development Manager/Food Security Coordinator

**Position Summary:**

The NECRC Urban Green Team position exists to improve the health of North End resident's through making our local food system more sustainable, accessible and equitable, using a community-based system that supports North End residents, organizations and businesses. The NECRC Urban Green Team staff will assist NECRC staff in the planning and implementing of these opportunities.

**General Expectations:**

- Collaborates with other staff to ensure optimum alignment of duties and team support.
- Participates in program meetings and relevant trainings as required.
- Establishes and maintains a favorable public image and promote positive relationships by representing NECRC within the local community and by collaborating with area partner agencies.
- Leads or attends meetings related to duties and responsibilities, whether internal or external, and participate actively.
- Coordinating or assisting with events that support our programs and organization
- Empowers clients to building their strengths in order to develop skills needed their future
- Other duties as assigned or needed

**Core Competencies:**

- Proven ability to apply a high degree of discretion in establishing supportive, trusting relationships with clients
- Proven ability to work effectively across organizational departments and in a team and partnership context
- Demonstrated ability to build relationships with internal and external clients
- Demonstrated skills in crisis intervention, mediation and conflict resolution
- Demonstrated ability to assist groups to develop and co-ordinate community activities and programs
- Demonstrated ability to build and maintain professional, confidential relationships with multi-barrier individuals
- Knowledge and awareness of Cultural Diversity
- Knowledge of current social issues such as poverty, homelessness, mental illness, addictions, domestic violence, child protection, et cetera
- Knowledge of community resources and methods of access
- Excellent oral and written communication skills
- Strong analytical and problem solving skills
- Strong time management skills
- Proficiency in computer skills and software such as Microsoft Office and other systems



### **TASKS AND RESPONSIBILITIES:**

1. North End Programs
  - Assist in managing the Selkirk Avenue Farmer's Market
  - Assists with community events
  - Assist with Food Security events
  - Community beautification
2. Office Administration
  - Assist with daily office tasks that include answering the phone, filing and updating databases, photocopying, newsletter and flyer production, and workshop evaluation documentation
  - Develop and maintain an accurate record of all activities/initiatives
  - Prepare progress reports as requested and/or required
  - Report to the Food Security Coordinator and Community Development Manager
3. Other tasks as assigned

### **KNOWLEDGE AND EXPERIENCE:**

- Between 16-29 years of age
- Strong interest in community development

### **SKILLS AND EXPECTATIONS:**

- Good written and oral communication skills
- Good organizational skills with proven attention to detail
- Good interpersonal skills and enjoy working with the public
- Have a high level of computer knowledge, including Microsoft Word and Excel
- Be able to work independently and a team setting
- Able to multitask and meet deadlines
- Familiarity with Winnipeg's North End an asset

Apply by June 3, interviews will be held in the week of June 6 with the position to start as soon as possible after the candidate is selected. To apply, please send resume and cover letter detailing the relevant experience and/or training that will make you a good candidate for the position to Simone Beudet, HR Manager at [simone@necrc.org](mailto:simone@necrc.org)

NECRC is committed to equity and inclusion. NECRC has increased responsiveness to Indigenous peoples by promoting a workforce representing the North End community that we serve. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. We encourage applications from North End residents, Indigenous persons, those with lived experience and members of equity-seeking groups. Applicants are encouraged to self-declare in their application.