



West Central
Women's
Resource
Centre

640 Ellice Avenue • Winnipeg, MB R3G 0A7
Treaty 1 territory, Original Lands of Anishinaabeg, Cree, Oji-Cree,
Dakota, & Dene peoples & Homeland of the Métis Nation

T (204) 774 8975 • F (204) 7833173

www.wcwrc.ca

Employment Opportunity: Communications and Fundraising Officer (Youth term position)

West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in West Central neighbourhood of Winnipeg. WCWRC is women centered and practices empowerment, inclusion, harm reduction, multi-level, and community economic development philosophies to support women experiencing poverty, homelessness, mental illness, violence, substance use or participating in sex-trade work.

West Central Women's Resource Centre is committed to inclusion and equity and strives to ensure that our staff team reflects the diversity of the community we serve. Indigenous peoples, Black people and other people of colour, persons with disabilities, persons of minority sexual orientations, gender identities and expressions and persons with relevant lived experience are encouraged to apply and will be prioritized. We are committed to removing barriers to employment that are faced by groups that have been historically, persistently and systemically marginalized and encourage (but do not require) members of these groups to self-identify as such in their cover letters.

If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms, or other accommodation), please contact us and we will work with you to meet your needs.

Position Summary: The Communications and Fundraising Officer support the Director of Communications and Fundraising in engaging our community, advocating on our issues, and fundraising for Centre programs.

This position is funded by a Canada Summer Jobs grant, and **applicants must be between 15 and 30 (inclusive).**

Accountability: The Communications and Fundraising Officer is responsible to, and will be supervised by the Director of Communications and Fundraising. To ensure appropriate accounting of hours worked, completed timesheets are to be submitted bi-weekly, by payroll date, to the Director of Communications and Fundraising. To enhance the staff team and to be accountable to one another attendance at staff meetings, program meetings, and trainings is required.

Term: 9-week term, start date mid-June

Salary: \$16/hour

Time requirement: 30 hours/week

Closing date: May 24th, 2021

Interviews will take place between May 27th and June 4th. We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process.

Responsibilities:

Assist in implementing Centre's Communications Plan and Editorial Calendar by:

- Ensuring all communications reflect the Centre's mission, vision, and values.
- Ensuring visual brand consistency in all external materials.
- Posting regularly to social media platforms: Facebook, Instagram, Twitter, YouTube, and LinkedIn, and tracking engagement with posts.
- Designing promotional materials such as posters, leaflets, and brochures.
- Writing and coordinating layout Annual Report.
- Assisting with planning of AGM.

Assist in implementing Centre's Fundraising Plan by:

- Preparing letters for stewardship and solicitation direct mail to donors (copy editing, mail merge, printing, stuffing, mailing).
- Laying out and disseminating stewardship and solicitation emails to donors.
- Thanking donors by phone, email, and cards/letters.
- Accurately entering donation data into donor management system.

Assist in implementing Centre's internal communications by

- Compiling, designing and disseminating of monthly Staff Digest.

Knowledge, Skills and Abilities:

Essential:

- Willingness to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks.
- Proficient in Microsoft Office and social media platforms.
- Advanced verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Good judgement and professional boundaries.



Preferred:

- Experience working in administration, communications, and/or fundraising.
- Experience working within the non-profit sector.
- Working towards or having completed a post-secondary degree or diploma related to administration, marketing, public relations, communications, journalism, English, or a similar field.
- Experience working in Canva and/or desktop publishing software.
- Experience creating videos and/or graphics for social media.
- Existing knowledge of the issues of marginalization.
- Demonstrated ability to work within an inclusion framework.
- Strong understanding of empowerment philosophies and harm reduction.
- Understanding of Community Economic Development concepts.

Working conditions

- Remote job, access to computer and internet required.

Apply

Please submit resume and cover letter to the attention of the Personnel Committee.

By email: denise@wcvrc.ca

Mail: Denise MacDonald

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