



### **Employment Opportunity: Strengthening the Circle Director**

The West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in the 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.

*The 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, or accessible meeting rooms or other accommodation), please contact us and we will work with you to meet your needs.*

**Position Summary:** WCWRC's Strengthening the Circle Program equips Indigenous women, newcomer women and 2SLGBTQ+ people who have experienced, are experiencing or are at-risk of experiencing violence with the knowledge and skills needed to restore and maintain their health, safety and wellness. This program has three core activities: supporting women, preventing violence and creating system change. The Strengthening the Circle Director will oversee, support and develop WCWRC's gender-based violence work and will also support Indigenous programming, CFS advocacy, system navigation and counselling. This work is done using an intersectional, trauma-informed lens.

**Start Date:** ASAP

**Salary:** \$26-29, commensurate with experience, plus benefits package

**Time requirement:** 37.5 hours per week

**Closing date:** April 20<sup>th</sup>, 2021

**This position is designated for Indigenous candidates only.**

### **Summary of Duties and Responsibilities**

#### ***Supervise and Support Staff***

- Act as direct supervisor for all staff conducting GBV work, Indigenous programming and CFS advocacy; this includes hiring, providing ongoing feedback and skill development, and performance management
- Ensure that all department staff have work plans, professional development plans, and mental health and wellness plans in place

- Ensure staff are meeting all the requirements of their program and that programming reflects WCWRC philosophies
- Support staff to resolve participant conflicts in the Centre according to our guiding values, policies and procedures

### ***Programming***

- Work with program staff to develop intergenerational programs and parenting programs
- Provide ongoing review of program curriculum

### ***Community Partnerships and Advocacy***

- Build and maintain community connections and partnership with relevant external agencies
- Actively participate in community networks relevant to their work
- Develop information on policy related issues for educational, public or organizational use (including the education of government staff and representatives)
- Advocate for systems change so that community needs are better met

### ***Fund Development***

- Develop grant proposals and reports in collaboration with Executive Director keeping with WCWRC proposal/reporting guidelines
- Develop and maintain annual program budget in collaboration with Executive Director and Director of Finance

### ***Management***

- Actively participate in management meetings
- Support with long term planning, problem solving and broad Centre initiatives
- Provide on-site supervision 1-2 times a week, including evenings and weekends

### ***Evaluation and Reporting***

- Ensure strong, useful program evaluation is occurring for all aspects of GBV programs as per funding and WCWRC requirements (using evaluation plans/tracking)
- Maintain accurate records of programs and ensure statistics are entered into WCWRC database
- Ensure all program areas operate within the confines of their budgets and WCWRC policies
- Ensure Executive Director is kept aware of all trends, priority issues, concerns and opportunities and assist with problem solving issue raised
- Track reporting dates and write proposal and reports for funding related to relevant programs in collaboration with Executive Director

### ***Other***

- Actively participate in WCWRC staff retreats, trainings and meetings
- In conjunction with other WCWRC staff, provide on-going informal support, referral and direction to community women using the Centre



## **Knowledge, Skills and Abilities sought**

### ***Required***

- Post-secondary education in social work, inner city studies, human ecology or similar fields. A combination of education and experience will be considered
- Ability to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- Minimum of 2 years of experience supervising, supporting and mentoring a diverse staff team
- A strong understanding of gender-based violence and available resources
- Ability to practice participant-centred work and to work from a trauma-informed approach
- Strong understanding of and ability to practice harm reduction
- Experience in program planning, implementation and evaluation
- Strong written and verbal communication skills
- Excellent time management and organizational skills
- Strong administrative skills, including strong attention to detail
- Excellent interpersonal communication and conflict management skills
- Professional and responsible with sensitive and confidential issues
- Strong attention to detail and follow-up

### ***Preferred***

- Experience working within the non-profit sector
- Experience developing and managing a budget, writing proposals and reports
- Strong advocacy skills and case management experience
- Experience working collaboratively with community organizations

Please submit resume and cover letter to the attention of the **Personnel Committee** with the title of the position in the subject line. Cover letter should expressly indicate how your experience meets the job requirements.

**By email: [lorie@wrc.ca](mailto:lorie@wrc.ca)**

**By fax: (204) 783-3173**

**By mail: 640 Ellice Ave. Winnipeg, MB R3G0A7**

*We thank everyone for their interest, however only candidates selected for an interview will be contacted.*

