

Acorn Family Place Job Opportunity: Community Resource Worker

Acorn Family Place (AFP) is a multi-service family resource centre providing support, enhancing education, and fostering community. We work together to strengthen children and families on the challenging journey of living and growing.

We are looking to hire a summer Community Resource Worker. The successful applicant will work under the supervision of our Manager of Operations and will work as part of a collaborative team to help create a welcoming and supportive environment for families and community members in our family resource centre.

Start Date: June 19th, 2023 – 12 week term

Hours: 35 hours/week, within the operating hours of 9:00-5:00, Monday to Friday,

Hourly Wage Rate: \$16.00/hour plus 4% vacation

Roles and Responsibilities:

- Welcome families and individuals to the centre, explain who we are and what we do
- Connect participants with programming and services at Acorn Family Place and other local agencies
- Administrative tasks such as: data collection and compilation, documentation and written reports of programming, creation and distribution of promotional materials, internal and external communication
- Assist with volunteer coordination; identify and assign volunteer tasks, and track volunteers hours
- Organize and maintain a clean and safe environment

Qualifications:

- Ability to speak English required, additional languages an asset
- Flexible and adaptable to changing circumstances
- Strong interpersonal skills, interest in working with families from diverse backgrounds
- Acceptable criminal record and child abuse registry check – cost will be reimbursed for successful applicant
- Experience working in a community organization an asset
- Administrative skills including familiarity with Microsoft Office 365

The Government of Canada funds this job through the Canada Summer Jobs program. To qualify, you must be between 18-29 years of age (inclusive), and legally entitled to work in Canada.

Acorn Family Place strives to employ a staff team that is inclusive and reflective of the population that we serve. We welcome applications from Indigenous and Newcomer applicants and encourage but do not require applicants to self-identify.

Contact Information:

Acorn Family Place
202-222 Furby Street
Winnipeg, MB
R3C 2A7

Please email a cover letter and resume to Mélissa Perron at managerofoperations@acornfamilyplace.ca

We thank you for your interest; however, only candidates selected for an interview will be contacted.

Application deadline: May 26, 2023