

FGWRC Job Posting – Workshop & Outreach Coordinator

Fort Garry Women's Resource Centre (FGWRC) is seeking a 20 hour per week Workshop & Outreach Coordinator for a 2-year term September 1, 2020 – September 1, 2022.

The Workshop & Outreach Coordinator is responsible for coordinating counselling workshops, assisting with Outreach programming, and providing community information, resources, and referrals.

Accountability:

To reflect the Centre's goals and objectives of operating collectively through:

- Maintaining cooperative relationships and mutual accountability with FGWRC staff and Board of Directors.
- Maintaining responsibility for the general planning and management of the Centre in conjunction with FGWRC staff, Board of Directors, and other related working groups.

Duties and Responsibilities:

- Plan, coordinate, and facilitate monthly counselling workshops and events for women based on the need in the community.
- Assist with Outreach programs (eg: Drop-In, Harvest, Special Events).
- Provide community resource information and referrals to women as needed.
- Assist community women in accessing Outreach programming and other community programs as needed.
- Coordinate the Harvest Program in cooperation with Winnipeg Harvest and Outreach volunteers.
- Maintain appropriate records and statistical data for Counselling Workshops and Outreach programs.
- Support the work of the Nominating Committee in the areas of board volunteer recruitment, development, retention, and evaluation.

Administration:

- Participate in staff meetings, and monthly Administration and Outreach Team meetings.
- Attend debriefing sessions as needed.
- Maintain appropriate personnel records (eg: overtime, sick time, vacation, etc.).
- Provide a written report for the AGM, and other reports as needed.
- Other duties as required.

Qualifications:

- Education and experience in workshop facilitation.
- Counselling education or experience an asset.
- Program planning and implementation skills.
- Knowledge of community resources.
- Able to take initiative.

- Excellent oral and written communication skills with a proven ability to interact positively with internal and external stakeholders.
- Demonstrated organizational skills including the ability to anticipate, plan, initiate and monitor multiple activities, timelines, and requirements.
- Ability to work as an effective team member in a collective structure.
- Ability to relate to women from diverse backgrounds of class, race, sexual orientation, gender identity, etc.
- Police Record Check with Vulnerable Sector Search, Adult Abuse Registry, and Child Abuse Registry clearance.

Working Conditions:

- Flexible schedule needed as evening work is required.

Salary: \$17.50/ hour

Closing date for applications: August 9, 2020

Interested applicants can forward a resume and cover letter by one of the following methods:

FGWRC Hiring Committee:

1150 A Waverley St., Winnipeg Manitoba, R3T 0P4

E-Mail: info@fgwrc.ca

Fax: (204) 475-9127

For more information, please visit our website at www.fgwrc.ca.

We thank all applicants for their interest; however only applicants selected for an interview will be contacted.