



JOB POSTING

OFFICE AND COMMUNICATIONS COORDINATOR

EIGHT-MONTH TERM (May 6 – Dec 20) POSSIBILITY OF EXTENSION, 1 POSITION AVAILABLE

WEST BROADWAY COMMUNITY ORGANIZATION (WBCO)

WBCO is a not-for-profit organization working to coordinate neighbourhood renewal in our inner-city community. WBCO works with residents and stakeholders toward environmentally sustainable, social and economic revitalization of the West Broadway neighbourhood.

This half-time position will provide logistic, administrative, facility, and communications support to WBCO staff and volunteers.

RESPONSIBILITIES:

1. Administration

- Assists the Executive Director in management of office/facility
- Provides basic administrative support
- Ensuring janitor and office supplies are stocked, equipment maintained
- Updates website, assists with social media efforts as directed
- Assists staff with maintenance of website and social media

2. Event Coordination

- Assists with logistics for major WBCO events (ie AGM, public consultations)
- Represents WBCO at planning committee of annual neighbourhood events (Spring Cleanup, Snoball Winter Carnival)

3. WBCO General

- Greeting community members in person, over the phone, via email
- Supports WBCO staff team by attending staff meetings, helping at WBCO events (Spring Cleanup, large GFC suppers, AGM, etc)
- Represents WBCO at relevant events and on committees as directed

QUALIFICATIONS & EXPERIENCE:

Education:

Required: Undergraduate degree or Community Development Worker Diploma and/or equivalent life/work experience

Experience:

One - three years of related work experience

Experience working with people of many backgrounds

Skills:

- Administration and public relations skills
- strong organizational and communications skills
- Computer, media, social media skills

Wage and Hours of work:

- \$16 hour
- 17.5 hrs/week Monday – Friday
- Some evening and weekend hours required

Please submit resume and cover letter by email – no later than Tuesday April 23, 2019 to:
Greg MacPherson, Executive Director director@westbroadway.mb.ca