



SPENCE
Neighbourhood
ASSOCIATION

Spence Neighbourhood Association
EMPLOYMENT OPPORTUNITY

POSITION: Youth Employment Hub Assistant Coordinator

Spence Neighbourhood Association is looking to fill a 20 hour per week Youth Employment Hub Assistant Coordinator position.

The Youth Employment Hub coordinates three youth employment programs that connect youth from the Spence Neighbourhood with casual jobs in the community. The Youth Employment Hub Assistant Coordinator responsible for assisting with all three employment programs: The First Jobs 4 Youth Program, Youth Crew, and the Young Parents Employment Program. This position ensures that youth are paid to do all casual jobs and catering, as well as arrange for training regarding workplace safety and health procedures and other certifications. This position is responsible for setting up jobs, supervision of youth completing jobs and some administration work.

The Youth Employment Hub Assistant Coordinator reports to the Youth Employment Hub Coordinator and will be part of the Youth Employment Hub team working to connect youth from our community to skills, training and jobs.

Note: This position is a 6 month term position, with possibility of extension dependent upon new funding.

Primary responsibilities include:

- Assist with the coordination of all three youth employment programs
- Ensure all youth are trained for all the casual jobs they will be doing and paid for their work
- Develop positive relationships with youth participants, community members and SNA staff and partners
- Develop relationships with clients, and other groups who hire our youth participants
- Manage and track all work orders through database tracking program, provide quotes and invoices to clients
- Provide youth with a healthy and fun environment to perform casual jobs in the community.

Desired qualifications:

- Must have an in depth understanding of inner city communities and the issues facing youth
- Must be able to communicate both verbally and in writing
- Must enjoy teamwork
- Must be able to provide a current criminal record check and child abuse registry check
- Must have current Drivers Licence class 5
- Yard care skills; mowing, raking, ice and snow removal
- Excellent communication and organizational skills
- Supportive and encouraging with community members
- Ability to prioritize and problem solve in fast paced environment
- Experienced and comfortable with office software

- Knowledge of Spence neighbourhood and resources in community

Assets:

- Leadership skills
- Organization skills and abilities
- Knowledge of Community Economic Development (CED) principles
- Conflict resolution skills
- Creativity and Ambition
- Resident of Spence Neighbourhood
- People person

The ideal candidate enjoys working with youth and has a valid driver's license.

Hours and remuneration:

The Employee agrees to fulfill a 20 hour work week. SNA agrees to pay \$20/hour for up to a 20 hour work week on a bi-weekly schedule, with hours paid as worked. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Responsibilities may require flexible hours to be worked (i.e., evenings and weekends.) However, regular hours will be Monday to Friday between 11:00am -7:00pm.

The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community. Spence Neighbourhood Association highly encourages Indigenous People, Newcomers, People of Colour, women, members of the 2SLGBTQ* community, residents of the West End, and individuals with lived-life experience, as it pertains to this role, to apply.

DEADLINE FOR APPLICATION:	June 28th, 2024
SUBMIT <u>RESUME & COVER LETTER</u> TO: Spence Neighbourhood Association	Attn: Irene McConachy 615 Ellice Avenue Winnipeg, MB R3G 0A4 Email: admincoordinator@spenceneighbourhood.org