



SPENCE
Neighbourhood
ASSOCIATION

Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

POSITION: Bear Den Youth Liaison

Spence Neighbourhood Association is looking to hire a Youth Liaison for the Bear Den.

The Bear Den Youth Liaison position will work closely with the Bear Den and children and youth programming. Funded by the Sonor Foundation, this position will: build a pathway between the Youth Leadership Council and the Indigenous Advisory Council, aid in supporting youth moving into transitional housing units, supervise and secure cultural activities for children and youth including land-based learning initiatives (in collaboration with Environment and Open Spaces program), traditional crafts, speakers, events, etc.

Primary responsibilities include:

- Helping to connect chosen/kin families reconnect
- Providing a proactive, holistic, approach and an Indigenous perspective for staff and community members.
- Attending monthly Indigenous Advisory Council meetings as well as Children and Youth gatherings (taking detailed notes and executing meeting operations)
- Connect with other community organizations on kinship and cultural relationships
- Provide general operational support at the Bear Den and children and Youth programming
- Provide administrative support in implementing cultural and therapeutic activities (correspondence, transportation, reporting, pictures)
- Contribute to supporting youth moving into SNA's transitional housing units
- Finding services, resources, and assisting with systems navigation.
- Providing training opportunities for staff and community members so that Indigenous teachings, arts and crafts and handicrafts are centred within SNA.
- Attending each of SNA's programs regularly to offer presence and knowledge.

Desired qualifications:

- Excellent interpersonal skills
- Strong administrative abilities (Excel, Microsoft programs, etc.)
- Education, training, experience, understanding and knowledge of Indigenous protocols
- Able to attend to the physical, mental, emotional and spiritual needs of staff and community
- Broad knowledge of Indigenous and non-Indigenous services and community resources available in Spence neighbourhood for Indigenous families
- Demonstrated ability to deliver culturally sensitive services to Indigenous populations
- Demonstrated capacity to share wisdom and knowledge with residents of Spence neighbourhood
- Demonstrated knowledge and ability to promote appropriate protocol and ceremony
- Ability to promote, educate and learn with others.
- Ability to communicate effectively in both verbal and written form
- Ability to listen and the desire to foster the well-being of others
- Demonstrated positive working relationships with community partners
- Physical ability to perform the duties of the position
- Takes responsibility for own performance and health

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- Actively seeks opportunities and challenges for personal learning, character building and growth
- Demonstrates Character: Models qualities such as honesty, integrity, resilience and confidence
- Supports and challenges others to achieve professional and personal goals
- Contributes to the Creation of a Healthy Organization: Creates an engaging environment where others have meaningful opportunities and the resources to fulfill their expected responsibilities
- Communicates effectively: Listens well. Encourages open exchange of information and ideas using appropriate communication media
- Builds effective teams: Facilitates an environment of collaboration and cooperation to achieve results.
- Inspires vision. Identifies, establishes and communicates clear and meaningful expectations and outcomes.
- Develops coalitions and builds partnerships and networks. Creates connections, trust and shared meaning with individuals and groups
- Actively contributes to change processes that improves the work of SNA in the community

Assets:

- Current First Aid, CPR training, Nonviolent Crisis Intervention Training
- Creativity and ambition
- Experience working in the inner city community
- Understanding of mental health and wellness
- Drivers license preferred but not necessary

Hours and remuneration:

The Employee agrees to fulfill a flexible 37.5 hour work week. Wage determined by experience. Required CPP, EI, and tax deductions will be made and employer contributions will be paid. Full-time staff will be eligible for a comprehensive benefits package, on the first of the month following their first 90 days of employment.

Responsibilities may require flexible hours to be worked (i.e., evenings and weekends) such as board meetings, occasional extension of hours to meet unanticipated deadlines, supporting evening and overnight staff as needed, or fundraising/community events in the evenings or on weekends. However, regular hours will take place between 1:00pm to 8:30pm, Monday to Friday. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Submitting an Application

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

The **Spence Neighbourhood Association** encourages applications from qualified candidates who reflect the diversity of our community. Candidates who do not meet all of the above requirements are still encouraged to apply. The Spence Neighbourhood Association **highly encourages** Indigenous People, Newcomers, People of Colour, Women, Members of the 2SLGBTQ* Community, people with disabilities, residents of the West End, and individuals with lived experience, as it pertains to this role, to apply.

DEADLINE FOR APPLICATION:	August 28th, 2026
SUBMIT RESUME & COVER LETTER TO:	Spence Neighbourhood Association 615 Ellice Ave, R3G 0A4, Winnipeg, MB Attn: Maura Fournier Email: maura@spenceneighbourhood.org