



Community Development Worker Temporary Position – Up to 16 Weeks

What We Do

WIN House provides individuals and their children fleeing violence crisis response and intervention, safe temporary accommodation, and support for basic needs. Clients are offered trauma-informed, client-centered programming and support, access to resources, information, and referrals to community support. WIN House is working towards operating within a low-barrier model of care and is a non-colonial structure.

What You Will Do

Working under the supervision of the Community Engagement Specialist, this role will be responsible to assist with and coordinate the following key areas in support of the Development Department:

Community Engagement & Events

- Support organization's community engagement, fundraising initiatives, and outreach efforts.
- Research and identify summer/fall community events and engagement opportunities.
- Assist in year-round prospect identification, and research/develop a comprehensive matrix template: re: discover/evaluate third-party donors and their interests, relationships, inclination to give and philanthropic capacity.
- Attend community events on behalf of WIN House and act as a key representative.
- Assist with administrative functions as needed, including answering donation inquiries, following up on donation calls, and other duties as assigned.

Volunteer Program

- Develop a comprehensive list of advertisement opportunities.
- Research and identify potential training opportunities for volunteers.
- Investigate sector standards and present a comprehensive volunteer recognition program to the WIN House Team.
- Assist with administrative functions as needed, including collating volunteer lists, responding to volunteer inquiries, and other duties as assigned.

Who You Are

- Must embrace the mission and vision of WIN House.
- Strong working knowledge of various software's and platforms such as Microsoft Office
- Strong written and oral communication and interpersonal skills.
- Proven ability to coordinate events and speak publicly on behalf of an organization.
- Ability to demonstrate skill as a self-starter, problem- solver, and team player.
- Education or experience in communications and marketing.
- Experience working in a non-profit.



The Details

Standard hours of work are 8:30 A.M. to 4:30 A.M. from Monday to Thursday and from 8:30 A.M. to 2:30 P.M. on Fridays. Win House offers a pet-friendly, team-oriented working environment. The rate of pay for this term position is \$20/hour.

Prerequisites

The successful candidate will be required to submit a Criminal Record Check including a vulnerable sector check, a current Child Welfare check, hold a current First Aid Certificate, and must be willing to sign an Oath of Confidentiality.

As per the Canada Summer Job Grant Program, to be eligible youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

How to Apply

Please submit applications to hr@winhouse.org

We thank all applicants for their interest, however, only those shortlisted will be contacted.

WIN House is committed to making diversity, equity, and inclusion a central part of everything we do – from how we deliver services to how we build our teams. We strive to have a workforce that is representative of those we serve, and of our communities. We encourage applications from all qualified applicants including women, disabled people, Black, Indigenous, People of Color, people from the 2SLGBTQIA+ community, and other equity-seeking groups. If you require accommodation during the application process, please reach out to hr@winhouse.org.

WIN House operates in several locations throughout Amiswacîwâskahikan on Treaty 6 territory, the territory and gathering place of diverse Indigenous peoples including the Papaschase, Cree, Nakota Sioux, Dene, Ojibway, and many others, and the homeland of the Métis Nation.