



**North End Community Renewal Corporation
Program Manager – North End Ambassador Program
Position Description**

The **North End Community Renewal Corporation** works to promote the social, economic and cultural renewal of the North End through a community economic development approach. One of our key priorities is to work in partnership with local neighbourhoods in helping to make the North End a safer place to live, work and visit.

We are seeking a dynamic, creative **Program Manager** for a renewed and re-energized initiative, the North End Ambassador Program (NEAP). The mission of NEAP is to operate a uniformed, visible street presence in designated areas. The program draws staff and volunteers primarily from the neighbourhood who are provided the skills training required to build positive community relationships and assist in a variety of safety situations.

The NEAP Program Manager is a proven communicator with excellent relationship-building and interpersonal skills. Organized and able to work independently, the Program Manager understands and upholds the principles behind community economic development. The Program Manager brings to our organization a background in program implementation in a non-profit environment, ideally with experience in managing / mentoring and supervising employees and recruiting volunteers. Experience working with budgets, creating and tracking performance indicators and writing reports is preferred. Reporting to the NECRC Executive Director, the Program Manager also works closely with a community-based Steering Committee.

The Program Manager will ensure a commitment to respect for all cultures and will work to engage with the people who live, work, visit and do business in the North End. Possessing in-depth knowledge of the area's challenges and opportunities, the Program Manager will be passionate about community safety, highly visible and act as an advocate on behalf of North End safety issues.

Main Areas of Responsibility

- Develop and keep current a NEAP Program Policies and Procedures Guide
- Recruit staff and volunteers, arrange for / provide training, perform scheduling, supervising, performance reviews and other HR issues as they arise
- Provide leadership, motivation and mentoring to all program staff and volunteers



- Develop and implement creative and effective recruitment strategies, with a strong local component and according to internal targets and goals
- Liaise with the Winnipeg Police Service on North End safety issues
- Identify and pursue opportunities for program funding through employment grants, government / foundation programs, sponsorships, donations in kind
- Develop and implement a system for data collection and tracking and reporting program performance indicators
- Plan and organize NEAP Steering Committee meetings
- Create clearly developed advocacy positions on key North End safety issues, in consultation with the Steering Committee
- Develop a network of key contacts and effectively network and regularly meet with key decision makers, stakeholders, government representatives and business and community leaders on neighbourhood safety issues
- Provide marketing and communications support to the program, including media and public relations in consultation with the NECRC Executive Director
- Help welcome new businesses and tenants to the area's commercial districts
- Evaluate other NECRC safety programs, recommending future status or new programming direction
- Work within established budgets to procure uniforms and supplies, striving to incorporate the best technology and equipment possible / practical for the program
- Provide program status and financial reports upon request
- Help to ensure accountability and transparency in program operations
- Help to maintain a clean and organized office environment
- Help to protect program assets and equipment with regular maintenance and updating
- Other duties as may be assigned from time to time by the NECRC Executive Director

Applications are encouraged from the Aboriginal Community and North Enders.

Salary \$40-\$45,000 (FTE).

Send resume by **4:00 pm January 11, 2010** via e-mail to simone@necrc.org

Only selected candidates will be contacted.