



2018 Order of MB Recipient

# Community Liaison – Job Posting

## Are you ready for job like no other?

West Broadway Youth Outreach (WBYO) is a non-profit organization, located in the heart of Winnipeg's inner-city. WBYO strives to give equal opportunities to all Winnipeg youth, in achieving their infinite potential.

## The Position:

**Job Title:** Community Liaison

**Job-Type:** Full-time (35 hrs/week), 18 month term with possible extension

**Salary:** To be determined based on experience

## Position Overview:

Reporting to the Executive Director, the Community Liaison will focus on promoting WBYO's barrier-free access to creative educational programming for marginalized youth and seeking new outreach opportunities for the organization to increase its profile to assist in becoming a priority for prospective funders. This position is an 18-month term with possibility of extension. It is funded by the Building Sustainable Communities grant.

## Key Accountabilities (job functions include but are not limited to):

- Increasing the organization's profile through a communications and stakeholder relations strategies.
- Assist with prospecting new funding opportunities or initiatives by collaborating with the Executive Director and other key stakeholders.
- Support with other WBYO initiatives and programming that encourage community engagement.
- The successful candidate will demonstrate a strong awareness of and commitment to agency policies and procedures, while communicating if there are any barriers preventing you from performing your job as effectively as expected.

## Qualifications:

Candidate must be flexible with setting days/times except for when there are time sensitive responsibilities or events. Weekends and evenings may be required. The successful candidate will have a valid drivers license.

Assets include:

- Exemplary written, interpersonal and communication skills
- Ability to work collaboratively with various stakeholders (internal and external)
- Strong organizational skills and the ability to juggle multiple timelines and deadlines.
- Consistent, reliable, and detail-oriented
- Capacity and drive for innovation, critical thinking and problem solving
- Research and analytical skills
- Strong sense of accountability, commitment towards outcomes and ability to work in a results-oriented culture..

We invite all persons interested to apply. Please send a **cover letter and resume** to [wbyokidz@gmail.com](mailto:wbyokidz@gmail.com) We will contact only those being considered for an interview