



Daniel McIntyre / St. Matthews Community Association  
Valour Community Club, Orioles Site  
444/448 Burnell Street  
Winnipeg, MB R3G 2B4  
Tel: (204) 774-7005  
Fax: (204) 772-0993  
Web: [www.dmsmca.ca](http://www.dmsmca.ca)

**Employment Opportunity**  
**Community Housing and Grants Coordinator**  
**2 Year Contract, Full-time position**  
**DANIEL MCINTYRE / ST. MATTHEWS COMMUNITY ASSOCIATION (DMSMCA)**

DMSMCA is a non-profit community renewal organization. We work with residents and stakeholders towards social, cultural, economic and environmentally sustainable renewal and revitalization of the Daniel McIntyre / St. Matthews neighbourhoods. Our vision is to take a holistic community approach towards the issue of neighbourhood safety with a strong emphasis on prevention, organising and empowering residents, valuing work with youth and supporting community connecting as crucial pieces of a long-term crime reduction strategy.

**Job Objectives and Responsibilities:**

The Community Housing and Grants Coordinator oversees the implementation of the Housing and Small Grants Programs – goals, priorities and initiatives outlined under the Neighbourhood 5 year plan; reviews and develops housing proposals; coordinates all housing revitalization activities; and facilitates community awareness of local events and local participation in DMSMCA sponsored activities as well as in the community at large.

**Job Objectives:**

- To coordinate the DMSMCA 2010 – 2013 Housing Program, in association with local residents and housing stakeholder and to report on and carry out evaluations of the implementation of these plans; reviews and develops housing proposals; coordinates all housing revitalization activities; advocates, in consultation with the Executive Director on behalf of DMSMCA and the Daniel McIntyre/St. Matthews community (DM/SM) and the inner city in general for improvements in housing and housing support for the DMSMCA community.
- To administer the DMSMCA Small Grants Program.

**Job Responsibilities:**

The Community Housing and Small Grants Coordinator will be responsible for the following activities:

1. Housing:
  - a. Organise and facilitate public consultation meetings (once annually) on neighbourhood housing priorities;
  - b. Implement the 2010 – 2013 DM/SM neighbourhood housing plan;
  - c. Outreach and network with various housing stakeholders, including homeowner, tenants, landlords, other NRC housing coordinators, and others (e.g. HOP, SAM properties, LIONS, etc.);
  - d. Liaise with appropriate departments in various levels of government e.g. Provincial (FSH, MHRC, etc. ), Municipal and Federal;
  - e. Coordinate and support local housing revitalisation activities;
  - f. Manage and administer the DMSMCA Housing Fix-up grants, including promoting the grants in the neighbourhood, reporting, applying for annual funding, etc.;
  - g. Coordinate and provide administrative support to the DMSMCA Housing Committee;
  - h. Conduct housing research;
  - i. Write funding proposals for housing initiatives; and
  - j. Liaise with various levels on government to ensure implementation City by-laws, building code and housing standards in DM/SM.

2. Small Grants Program:

- a. Manage and administer the DMSMCA Small Grants, including promoting the grants in the neighbourhood, reporting, applying for annual funding, etc.;
- b. Coordinate and provide administrative support to the DMSMCA Small Grants Committee; and
- c. Network with various community partners (e.g. other NRCs, other community organisations, etc.).

**Qualification and Experience:**

- Bachelor of Arts and/or Master of Urban Planning or Environmental Studies/ Urban Design and/or equivalent education and experience.
- Experience conducting research and literature reviews.
- Experience leading public consultations including focus groups.
- Experience organising and facilitating committees, chairing meetings, taking minutes, etc.
- Knowledge and experience in Community Development and Community Economic Development.
- Pro-active leader, positive attitude, enjoys taking initiative, works well independently as well as in a team environment.
- Proven experience delivering results on time and on budget.

Skills in the following areas are essential to the position:

- Project Management
- Strong organisational skills;
- Strong analytical, written and verbal communication skills;
- Strong collaboration and networking skills;
- Proposal and report writing skills;
- Public Consultation methods;
- Understanding and appreciation of inner city communities;
- Outreach to diverse populations;
- Working with historically marginalized populations; and
- Computer capability; and
- Knowledge of the Daniel McIntyre St. Matthews Community (preference given to DM/SM residents).

**Qualification and Experience:**

**Wage:**

\$34,000/ year gross (salary and benefits)

**Hours of Work:**

Up to 40 hours/week; some evening and weekend hours required. This is a two year full-time position. Continuation of the position depends on funding availability.

**Start Date:**

June 13<sup>th</sup>, 2010 (anticipated start date).

Please submit resume and cover letter by **Monday 30<sup>th</sup>, 2010** at 4 pm to:

Kemlin Nembhard  
Executive Director  
Daniel McIntyre / St. Matthews Community Association  
444 Burnell Street  
Winnipeg, MB R3G 2B4  
Email: [director@dmsmca.ca](mailto:director@dmsmca.ca)

***Thank you to all those who apply, only those selected for an interview will be contacted.***