

**St. Mathew's Non Profit Housing Inc**  
**Employment Opportunity: Organizational Development Facilitator**

Contract: 20hrs/week; 30 weeks

Start Date: as soon as possible

St. Mathew's Non Profit Housing Inc (SMNPH) is a community based organization in West Central Winnipeg. Currently, the main objective and work of SMNPH is to convert the St. Matthew's Church at Maryland and St. Matthew's to a multipurpose site including 25 housing units, church space and neighborhood resource centre.

**Goal:** The overall goal of the **Organizational Development Facilitator** is to assist the SMNPH Board in developing a governance structure and day to day management for the Neighbourhood Resource Centre (NRC). This work will be done collaboratively, including NRC tenant input. Additionally, the **Organizational Development Facilitator** will strive to make the NRC a welcoming, respectful environment that encourages community support and partnership.

**Objectives:**

- Create collaborative systems and infrastructures for tenants as a neighbourhood resource centre
- Develop a tenant manual for NRC tenants that outline governance, their working relationship and day to day procedures
- Facilitate an organizational change process in decision making, expectations and accountability

**Responsibilities Include**

- Through research, facilitation and collaboration with tenants and Board, develop an NRC tenant handbook
- Assist NRC tenants in understanding and following procedures and policy
- Facilitate the design of a collaborative NRC tenant model ( organizational chart, values, communications plan) that foster a healthy, respectful inter-agency environment
- Design and support an NRC tenant governance structure (tenant committee)
- Clarify and ensure NRC tenants understand the new organizational structure
- Support communications between tenants and act as a liaison between Board and NRC tenants
- Assist with and problem solve day to day issues of the NRC tenants (keys, bookings, garbage)
- General administrative duties including responding to external requests, bookings, inquiries

**Qualifications Include**

- Proven ability to work independently and take initiative
- Ability to effectively facilitate and communicate (oral, written)
- Understanding of the West Central community
- Ability to work in partnership, valuing collaboration and collective decision making
- Experience in program or organization development
- Minimum 2 years experience in non-profit organization
- Experience in the non-profit housing field an asset

Application Deadline: November 23, 2012

Aboriginal, Newcomer and residents of the West Central area are encouraged to apply. Only those applicants selected for interview will be contacted.

Please send cover letter and resume to: [office@thewestendcommons.ca](mailto:office@thewestendcommons.ca)