



**Job Posting:
Community Connector**

35hrs/week, 9AM to 5PM or 10AM to 6PM

\$14.50-16.15 per hour, plus benefits

Start date: September 2023

Application deadline: August 8, 2023

ABOUT

Merchants Corner is a nonprofit organization that provides social housing as well as classroom/meeting space dedicated to multi-generational learning. Our main floor tenants, the University of Winnipeg's Urban and Inner-City Studies Program and the Community Education Development Association (CEDA), welcome hundreds of students of all ages every day. Our main floor space includes a community classroom, board room and a multi-purpose room rented for short-term use by community members and other nonprofit organizations.

JOB SUMMARY

The Community Connector at Merchants' Corner supports the commercial tenants and community users of our space by being a welcoming and knowledgeable presence at the main floor reception desk. They respond to any safety or building-related issues as they arise, contacting the property manager as needed, often setting the alarm at the end of the day. They book community spaces in our online booking app, provide room access and set-up of classroom spaces for guests.

The Community Connector offers a friendly public presence who can direct students, youth, and all guests to where they are going in the building. They respond to rental inquiries for both our classrooms and meeting rooms, as well as for our social housing units (for example, giving out application forms, providing instructions to apply for housing).

The Community Connector will perform light administrative tasks, such as preparing cheque requisition forms for approval, filing paperwork and responding to email inquiries. They report to the Lead Manager.

The hours are Monday to Friday, with a start time between 9 and 10 AM. Very occasionally, limited evening or weekend hours may be required, but subject to employee availability to flex their time.

JOB TASKS

- Welcome and direct users of the space and guests
- Address security issues that occasionally may arise
- Answer inquiries about rentals (email or phone)
- Book commercial rental space
- Show learning spaces to potential short-term tenants
- Ready classroom / meeting areas for meetings (includes room set-up and clean up, distributing keys, hanging signs)
- Share applications and provide instructions for applying for rental housing at Merchants Corner
- Respond to commercial tenant needs
- Report building-related issues to the property manager
- Process invoices by creating cheque requisitions, create and email invoices
- Open and organize mail

EXPERIENCE & ATTRIBUTES

- Friendly, welcoming and engaging
- Knowledge and experience working with inner city public
- Knowledge and experience working with culturally diverse population
- Responsible
- Dependable
- Trustworthy
- Some computer usage a benefit
- Ability to follow instructions or policies

COMPENSATION

Wage: \$14.50 to \$16.15 depending on experience

Benefits: 4% vacation, health and dental after probationary period and RRSP contribution

JOB EXPERIENCE BENEFITS

This position is an entry-level position and will build the following job skills:

Administration – developing coordination and/or administrative skills

Communication – communicating with members of the public and at other organizations

Digital skills – document creation, digital filing

Work ethic – set goals and meet them, follow through on tasks

Working in this position for one year will qualify someone to obtain future jobs such as:

Working at a non-profit organization

Coordinating or planning activities

Working in an office setting

Skills learned may include:

Working in Excel

Creating digital files

Community development

TO APPLY

Send a cover letter and resume to Jonah Pearce, Lead Manager, by email to info@merchantscornerinc.ca. Please put Community Connector in the subject. Hard copy applications can be mailed to: Merchants Corner, 541 Selkirk Ave, Winnipeg, MB R2W 2M8

Apply by Tuesday, August 8, 4PM

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