



WORKING WOMEN COMMUNITY CENTRE
PARTNERSHIP MANAGER, VICTORIA PARK HUB

Position Title: Partnership Manager, Victoria Park Hub
Status: One Year Part-Time Contract, with possibility of extension
Reports to: Executive Director
Position details: 28 hours per week – includes benefits (\$38.46 p/hr)
Work Location: Onsite at Victoria Park Hub
Posting Date: March 25, 2024
Application
Deadline Date: April 29, 2024 (5 PM EST)

The Role

The Victoria Park Hub is a community space designed to be a point of engagement for local residents. The Partnership Manager is responsible for identifying engaging and managing service providers resident groups and other local stakeholders so that the space is the best possible service and capacity building resource to local residents. As the area undergoes a massive redevelopment, we are looking for an individual who values the role of community Hubs and will work with all Stakeholders to ensure the continued vitality of the Victoria Park Hub as it is reimaged and rebuilt as part of the Golden Mile redevelopment.

About Working Women

Working Women Community Centre is a non-profit, community-based immigrant and refugee women's organization providing a wide variety of services such as community development, settlement counselling, employment and placement support, support groups and English Language Classes. All staff of the agency are responsible for demonstrating support and commitment to the mandate and objectives of the Centre. Staff are expected to work in the spirit of cooperation and to actively promote harmonious relations among staff.

Working Women Community Centre is an equal opportunity employer and welcomes applicants from equity seeking groups. WWCC encourages applications from candidates with diverse cultural backgrounds, visible minorities, Aboriginal people, and people with disabilities. The Centre is a scent-free environment.

RESPONSIBILITIES

The Partnership Manager, Victoria Park Hub,

- Manages partner, community and funder relations operating around the Victoria Park Hub including, but not limited to Partner Relations and Tenancy Relations and reporting to funders Convene appropriate community agency partners around the Victoria Park hub redevelopment project
- Support necessary partner facilitation and engagement activities to meet the hub redevelopment timelines and any deliverables
- Coordinates and convenes Governance Meeting with senior leaders from Anchor Partner tenants
- Convenes and provides oversight and leadership to the Hub Strategic Planning and Operational Planning processes and implementation and manages one direct report involved with these projects
- Convenes and provides leadership and oversight to the Golden Mile Impact Network project
- Actively participates in the Management team meetings and initiatives including, but not limited to resource development, organizational capacity building, training and new projects
- Works with the Director of Finance to ensure that the hub is financially stable and on track
- Represents WWCC at external/internal networks/forums/committees as needed
- Ensures that all WWCC policies and procedures are followed
- Performs other work as requested by the Executive Director or designate
- Troubleshoots problems and issues as required

QUALIFICATIONS

- At least two years experience as a Manager or equivalent in education and experience
- Demonstrated experience with building and navigating partnerships, working in consortiums or collaborations and building and sustaining client relationships
- Excellent time management skills and ability to work within strict guidelines and timelines
- Experience supervising staff in a social service environment and experience working within a unionized setting
- Demonstrated experience working with funder expectations
- Experience and ability in financial management in a social service environment
- Demonstrated experience working with diverse stakeholders in a collaborative setting
- Excellent demonstrated skills and experience in grant writing and funder relations
- Good writing skills including reports, correspondence, and internal/external communications
- Residing or working within the Golden Mile area is an asset

APPLICATION INSTRUCTIONS

Please submit your application for the position of Partnership Manager, Victoria Park Hub to Vanda Henriques at admin@workingwomenc.org by 5 PM EST on April 29, 2024.