

General Manager – Riverview Community Centre Building A Stronger Community Centre

Are you dependable and resourceful? Do you have lots of energy, enthusiasm, and initiative? Do you have the administrative strengths required to manage a small, but thriving community centre? Can you problem solve with creativity and common-sense? Do you have experience developing, fund raising for, and managing projects and programs?

The Riverview Community Centre is looking for a strong someone to be our General Manager. It's a great opportunity to work in a vibrant Winnipeg community with a highly engaged Board of Directors and exceptional volunteers.

Succeeding in the General Manager role means you have the following strengths:

- Administrative & Computer (Gmail, Microsoft Office, monthly reports, rental schedules, online registration systems)
- People Management (employees, renters, volunteers, Board members)
- Grant Identification & Application Writing
- Communications (social media, newsletter and proposal writing, activity reports)
- Program Development & Delivery

As General Manager you must be an organizer and a leader. You are responsible for developing and coordinating a diverse range of initiatives and activities that are key to the growth and success of the community centre.

Salary Range is \$40,000 to \$50,000 plus benefits, depending on your experience and unique skill set. Our community centre delivers programs to the Riverview neighbourhood year-round and has been for over 80 years. It's a busy place and we want to see it to be busier and better than ever with you as General Manager!

If you are interested, please forward your resume along with an amazing cover letter explaining how your mix of experience, education and moxie makes you the perfect candidate for this position to president@riverviewcc.ca by 4:00 p.m. Friday, October 22, 2021. Questions about this position can be forwarded to this same email address.