



**United Way**  
Winnipeg

Through United Way,  
people and organizations  
from across our  
community work together  
for a better Winnipeg.

## Community Involvement Manager, Youth United

### **Coach and mentor our community's next leaders!**

Working primarily with the Youth United program which engages youth (up to the age of 24) to become involved in United Way's work in the community, the Community Involvement Manager, Youth United supports activities that provide opportunities for young people to gain leadership skills, build their knowledge, and continually challenge themselves with new opportunities.

Specifically, the Community Involvement Manager, Youth United will:

- Oversee all aspects of Youth United program development, implementation and evaluation with respect to:
  - Youth United Grant Program
  - Student Community Service Awards
  - Youth United Leadership Conference
  - United Way Youth Leaders in Action Scholarship
  - Youth Day of Caring
  - Other programs and initiatives as they arise
- Assist the Community Impact team with other duties

You possess energy and enthusiasm, an ability to think broadly and address details, strong collaboration skills, and a commitment to strengthening our city. You also have:

- A relevant post-secondary degree and/or two to four years of experience in a non-profit environment, ideally in a leadership role within a youth-focused organization
- Experience supporting and mentoring youth volunteers to plan, design, implement and evaluate youth programs
- Excellent organizational and project planning skills, with the ability to manage several tasks simultaneously
- Exceptional interpersonal and communication skills
- Ability to work independently and as part of a team, to take initiative and demonstrate imagination and resourcefulness
- Ability to problem solve
- Ability to collaborate closely with other staff and volunteers
- Ability to work flexible hours. This is a full-time (37.5 hours/week) Monday – Friday position but will require flexibility to work evenings and weekends. From September through June, there is an average of one evening meeting per week. Additionally, there are occasional weekend meetings and/or conferences (approximately one per month)
- A criminal record check and a Provincial child abuse registry check conducted within the last year

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Please forward cover letter and résumé by Friday, October 27, 2017 directly to:

**Cindy Stephenson, Director, Organizational Development**

United Way of Winnipeg

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