

## Social Enterprise and Volunteer Manager

**2023-11-15**

**Hours of Work:** 37.5 hours / week

**Length of Employment:** Permanent

**Start Date:** January 03, 2024

**Salary Range:** \$51, 187.50 - \$55, 090.55

**Open to:** Internal and External applicants

*YWCA Regina Inc, established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families and that the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women and a trusted partner in addressing the most complex community issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.*

### YWCA Regina Inc. Values

**Respect:** *Everyone is deserving of an equitable and judgement free environment*

**Inclusion:** *Everyone has an equal voice*

**Trust:** *Our work is done with integrity and authenticity to maintain the trust we have gained in our community*

**Encouragement:** *We meet people and community where they are to support where they want to be*

**Resiliency:** *We address difficult conversations and community issues*

*YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In addition, YWCA Regina is committed to creating a safe, inclusive, and accessible services and spaces for Gender and Sexually Diverse Persons. YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships, organizational processes, advocacy, and practices perpetuate the marginalization of Indigenous peoples, Black people and Gender and Sexually Diverse people. YWCA Regina is committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples. YWCA has established commitments that outline the implementation of new practices and procedures involving actionable changes to policy, systems and governance.*

### **Position Description:**

Under the direct supervision of the Sr Director of Operations, the Social Enterprise and Volunteer Manager is responsible for the operations and oversight of the YWCA Regina Encore Home and YW Connect volunteer program. This position will be responsible for Encore Home including inventory acquisition, marketing, sales, and budget and revenue management, as well as general oversight of the volunteer program- in conjunction with the Director of Operations.

### **Responsibilities:**

- Operational oversight of Encore Home and YWConnect
- Hiring, training, and supervision of staff and volunteers for Encore Home
- Marketing and promotion Encore Home/Encore Market- in conjunction with Manager of Communications and Digital Marketing
- Establish and maintain a positive partnership with Community/Business/Vendors
- Inventory acquisition, management, and re-sale
- Budget management/tracking and spending approval
- Donation tracking, acknowledgement, and Tax receipting process development- in conjunction with Fund Development Department
- Develop a positive donation experience with opportunity for community feedback

### **Qualifications:**

- Experience supervising staff/volunteers
- Experience using the Microsoft Office, Excel, and Google platforms
- Self-directed, demonstrated ability to work effectively without constant and direct supervision or guidance
- Knowledge of the community systems and services as well as Trauma Informed Care would be an asset
- Excellent communication and interpersonal skills- marketing experience an asset
- Strong background and experience in Customer Service and sales
- Inventory Management and budget oversight and tracking
- Must have a current Drivers License
- Must be able to provide a criminal record check with a vulnerable sector check

### **YWCA Regina Employment Benefits:**

- Flexible 37.5 hour work week
- Employer Paid RRSP Contribution – after three month probation
- (12) YWCA Stat Holiday Days
- Paid vacation days, based on hours worked
- Paid sick days, based on hours worked – with carry over
- Employer paid benefits plan with the option to enhance at minimal employee cost – after three month probation
- Monthly cell phone allowance
- Use of YWCA vehicle as needed for work purposes

### **How to Apply:**

INTERNAL: Submit a letter of interest to: [careers@ywcaregina.com](mailto:careers@ywcaregina.com) by Wednesday November 22, 2023 at 5pm.

EXTERNAL: Submit a covering letter and resume, including three professional references with both Email and telephone contact information to: [careers@ywcaregina.com](mailto:careers@ywcaregina.com) by Wednesday November 22, 2023 at 5pm.

**Please clearly state the position for which you are applying. We will reach out to applicants selected for an interview, no phone calls please.**

We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume.

