



Dress for Success Winnipeg promotes the economic independence of disadvantaged women by providing professional attire and a network of support to help them thrive in work and in life. Dress for Success Winnipeg was formerly known as The Clothes Closet, a grass roots program that started in 1997.

We create a safe space to provide services to self-identified women and non-binary individuals regardless of their cultural, racial, economic, social, religious and spiritual backgrounds. We are welcoming of individuals with differing experiences and abilities, sexual orientations, ages and sizes. Our services are located in South Winnipeg Family Information Centre, 800 Point Road.

Two Exciting Job opportunities: Come work with us!

Dress for Success Winnipeg is looking for two part time staff members to help us grow!

Please share this opportunity with anyone you feel might be interested.

Clothing and Client Experience Manager (part time, term)

Term position to the end of December 2023

We are looking for a self starter to help us manage our Clothing program, keeping it well stocked and organized. Someone who is friendly to create a welcoming environment for women who are starting a job search or new career. Work together with our volunteer team to assist women to find a new outfit and gain confidence.

Project Assistant, Dress for Success (part time, term)

Term position to the end of August 2023

Are you interested in supporting new opportunities for women seeking employment in Winnipeg? The Project Assistant will help us conduct surveys, outreach to new volunteers and clients, and develop programs and resources to meet the needs of women, both in work and in life.

Applications for either position are accepted by email. Please send your resume, cover letter and indicate which job you are applying for to: hiring@swfic.org

Applications will be reviewed as they are received.

Both of these term positions may be renewable dependent on available funding.

Dress for Success Winnipeg welcomes the opportunity to provide accommodation throughout the selection process. Please contact us to discuss your requirements by email at: hiring@swfic.org.



Dress for Success Clothing and Client Experience Manager (Part Time)

This is a Part time, term position for one year (January to December 2023). Typical work week will be 3 days (21 hours) per week but could include additional shifts/hours as needed. Must be able to work evenings and weekends. Satisfactory Child Abuse/Vulnerable Persons and Criminal Record Checks are required for this role.

Wage: \$16 per hour

DUTIES AND RESPONSIBILITIES

Provide general administration and organizational support

Closet and Inventory Management

- Manage clothing inventory and displays for client use
- Support donation days, receiving both individual and corporate clothing donations
- Manages inventory cycle of donated and other items to meet clients' needs and program goals.
- Bi-annual sale support

Client Engagement

- Oversees new client engagement to ensure a smooth and positive introduction to the agency
- Implements and maintains processes for efficient client scheduling and outreach
- Collaborates with Program Coordinator to create and maintain client's journey within DFS Winnipeg
- Interact with users and respond to social media messages, inquiries, and comments

Volunteer Engagement

- Supports volunteers in a variety of roles including client interaction and donation processing

Qualifications:

- Strong organizational skills
- Experience in customer service and inventory management
- Ability to lift and move up to 30 pounds when setting up and sorting donations
- Ability to deal tactfully with clients, volunteers, and staff in confidence
- Ability to work cooperatively and collaboratively as part of a small team
- Experience or Education in community work, social services, or community development
- Knowledge of services and supports available for women Winnipeg, as well as knowledge of employment services sector would be considered an asset



Dress for Success Project Assistant (Part Time)

This is a Part time, term position for 8 months (January to August 2023). Typical work week will be 3 days (21 hours) per week but could include additional shifts/hours as needed. Must be able to work evenings and weekends. Satisfactory Child Abuse/Vulnerable Persons and Criminal Record Checks are required for this role.

Wage: \$16 per hour

Support DFS Winnipeg through the two key projects in 2023:

Women's Employment Readiness Pilot Project (WERpp) and Helping Women Now (HWN)

DUTIES AND RESPONSIBILITIES

- Provide general administration and organizational support
- Conduct surveys of clients, in person or through email
- Contact clients for mid and end point data collection
- Develop and maintain a local resource guide
- Volunteer recruitment, orientation, and training support
- Social media and communications support
- Support Appointment booking for both clients and donations
- Manage transportation for clients
- Assist with special events such as volunteer appreciation or client workshops

Qualifications

- Education or experience in social services, community work, or not-for-profit
- Experience conducting surveys or program evaluation
- Knowledge of services and supports available for women in Winnipeg
- Strong oral and written English communication skills are required; additional language skills would be considered an asset
- Strong Microsoft Office skills (Word, Excel) including spreadsheets and managing data
- Ability to lift and move up to 30 pounds when setting up and sorting donations
- Ability to deal tactfully with clients, volunteers, and staff in confidence
- Ability to work cooperatively and collaboratively as part of a small team
- Experience leading or facilitating workshops online or in person
- Experience in marketing, communications and social media and special events planning

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