WestEndCOMMONS
St. Matthews Non Profit Housing Inc.

Executive Director

The WestEnd Commons is a unique housing and neighbourhood resource in West Central Winnipeg. We operate with a Community Development lens offering housing with support. There are 3 components to the WestEnd Commons; 26 family housing units, a Neighbourhood Resource Centre (NRC) and several worshiping congregations. The housing component on the upper 4 levels includes 20 subsidized and 6 median market rent family apartments. The NRC on the lower level is run as a social enterprise offering office and meeting rental space. The WestEnd Commons is a project of the St. Matthews Non Profit Housing, Inc. (SMNPH).

The Executive Director position is an evolving position which is connected to the whole building.

Job Responsibilities:

- Oversees the daily running of the building, its functions and programming,
- Supervising the staff,
- Managing the residential and NRC rentals,
- Take the lead on fundraising,
- Reporting to and supporting the SMNPH board,
- The underlying goal for the position is to develop positive relationships and create a sense of community amongst the WestEnd Commons tenants (residential and NRC) and build connections with the larger community.
- This will include mostly working weekdays with some evening, weekend, and on-call hours.

The Executive Director is a significant position for the WestEnd Commons and requires someone who is ready for a challenge, especially as we are restructuring operations. **The qualifications we are seeking for this position are:**

- Demonstrated community development and facilitating skills with proven ability to work collaboratively.
- Proven ability to work in an environment which requires flexibility, self-initiative and vision despite limited resources.
- Demonstrated leadership skills with program planning and management experience with strong problem solving skills.
- Demonstrated ability to work from an empowerment and community capacity building model.
- Demonstrated experience in supervising staff.
- Demonstrated organizational and administrative skills.
- An appreciation of cultural sensitivities and ability to work with people from diverse backgrounds with multiple barriers.
- Proven ability to work collaboratively in a team as well as ability to on their own with limited direct supervision.
- Demonstrated experience working with families who face multiple barriers.
- Demonstrated ability to write well in order to successfully complete formal reports and funding proposals.
- Demonstrated effective communication and conflict resolution skills.
- Demonstrated computer skills including MS Office and Google G-Suite.
- The ability to have a flexible schedule to include some evenings and weekends.
- Experience working in non profits with boards and committees would be an asset.
- Experience in property management and working with tenants in a housing situation would be an asset.
- Working knowledge of the social supports and resources in Winnipeg would be an asset.
- Post-secondary education in a social sciences related field, preferably with a community development emphasis; or equivalent experience would be an asset

Wage: $27-30 per hour depending on relevant experience
Contract: Currently 35 hours/week
Start date: beginning of September (negotiable)
Application deadline: August 24, 2026
If you feel you have the qualifications and passion to join in on the work and life at the WestEnd Commons then please submit your resume via email to: director@thewestendcommons.ca. In the subject line put in – *Executive Director Applicant.*