

Online Job Posting Template

TITLE: SOCIAL ENTERPRISE MANAGER

DEPARTMENT: EMPLOYMENT, EDUCATION AND TRAINING

REPORTING TO: DIRECTOR OF EDUCATION AND EMPLOYMENT

HOURS: FULL-TIME, 37.5 HOURS WEEKLY

SCHEDULE: MONDAY – FRIDAY, 9:00 AM – 5:00 PM, SOME EVENINGS AND WEEKENDS MAY BE REQUIRED

HOURLY WAGE: STARTING AT \$29.00 PER HOUR, DEPENDENT ON QUALIFICATIONS AND EXPERIENCE

ABOUT RAY

Mission: To provide youth with what they need, on their terms, to better their lives.

Vision: RaY's vision is that all youth have the opportunity to live a healthy and secure life; that they are given the chance to develop a belief in themselves through tools, information and programs that build personal capacity in order to be self-sufficient and no longer need RaY's services.

ABOUT THE ROLE

The Social Enterprise and Employment Manager is responsible for the coordination and supervision of Social Enterprises and Employment Placement within the Social Enterprises at RaY under the supervision of the Director of Education and employment. They will work within the guidelines, policies and mission of the organization and will be accountable and responsible for maintaining a positive and productive work environment and organizing specific projects as assigned.

EDUCATION AND EXPERIENCE:

- Experience working within the not-for-profit or Social Enterprise sector
- Business Diploma or acceptable equivalent and related experience
- Preferred certification: Level C-CPR, NVCI, ASIST, Stages of Change/Motivational Interviewing
- Minimum of 2-3 years of experience working in a management role
- Valid driver's license
- Criminal Record Check, Child Abuse Check and Driver's Abstract
- Proficiency in MS Office, Google Products and general comfort with technology

SKILLS AND ABILITIES

REQUIRED ASSETS:

- Knowledge and experience with business management, budgeting and business software
- Creative problem solving and strong advocacy skills
- Experience working with vulnerable youth or other at-risk populations
- Responsible, organized, and detail oriented
- Excellent interpersonal, communication and written skills

- Cultural competency skills, knowledge, experience, and awareness
- Capacity to build and maintain strong relationship with partner agencies, service providers as well as youth
- Ability to function independently while also working as part of a frontline team
- Ability to multitask and prioritize in a fast-paced environment with minimal supervision
- Must have a familiarity of resources that are available to youth in Winnipeg; specifically workforce and employment opportunities

KEY RESPONSIBILITIES

The responsibilities of the Social Enterprise Manager include, but are not limited to the following:

PROGRAM DEVELOPMENT AND MANAGEMENT

- Ensure activities operate within the ethics, policies and procedures of the organization; and program activities and staff comply with all relevant legislation and professional standards
- Monitor program activities as well as day-to-day operations of the Social Enterprises (RaY Moving) and their related tasks/functions;
- Receive and complete estimates for customers and provide invoices to customers in a timely manner
- Utilize the Moving software to communicate with customers and the RaY Works Team
- Work with the leadership team and board at RaY on future Social Enterprise Planning, budgeting and accounting for the business
- Schedule RaY Works moves, junk removals and liaise with the Housing department for participant move ins
- Immediate reporting of incidents relating to the safety of participants, staff and agency to the Director of Education and Employment, in particular when police/emergency services are called upon; Immediate reporting of workplace injuries to the Director and to WCB as required.
- Ensure that all employees have the equipment, resources, tools, training, and information needed to carry out their function;
- Responsible for the collection, accuracy and maintenance of records on the participants of the program for statistical purposes according to the confidentiality/privacy policy of the organization and funding protocol.
- Available to mitigate incidents with staff during off hours;

TEAM SUPERVISION

- Direct, mentor and coordinate the work the program staff including; supervision and evaluation, training and team building.
- Ensure qualified employees carry out the program activities safely.
- Prepare and monitor staff schedule, which includes day of changes
- Ensure human resource policies, procedures and practices of the organization are followed in accordance with labour laws, human rights, current legislation and agency mandate.
- Able to deploy resources to minimize, monitor and control the impact of unforeseen events.
- Able to identify, assess and prioritize risks.

COMMUNICATION/COORDINATION

- Ensure that all communication pathways are open and functional within the Social Enterprises.
- Attend morning staff meetings and contribute to the planning of the day.

- Ensure regular communication with the Director regarding agency trends, participants' statistics, human resource issues, critical incidents and other agency issues.
- Provide monthly board reports that highlight monthly income, and challenges and successes with RaY works. Connect with the director, executive director, and the board as needed for additional supports and future planning
- Build relationships and develop partnership strategies with relevant community stakeholders.

STAFF AND PARTICIPANT TRAINING

- Ensure that all program employees and participants receive an appropriate orientation to the roles and responsibilities within the scope of their work.
- Ensure that all employees understand the principles and mandates of the organization.
- To effectively engage in conflict resolution, systems navigation and problem solving.

COMMUNITY ENGAGEMENT

- Participate in committees deemed appropriate.
- Participate in Social Enterprise networking groups to continue to grow the reach for the business
- Establish and maintain good community relations and have a keen awareness of community resources to support participants and programs.
- Engage with the community through public speaking engagements and or board or coalition membership.
- Initiate and contribute to program partnership development with other Managers in local agencies to strengthen service provision for youth.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work conditions and physical requirements of this position include but are not limited to the following:

- Physical demands: sitting, walking, some lifting up to 50 lbs
- Comfortability to drive a Cube Moving Truck
- Work environment: an environment of high-stress and fast-paced crisis intervention. Will be on-site and off site
- Candidate must be willing to have a child abuse registry and criminal record check
- Must possess a valid drivers license
- Some evening and weekend work may be required

RaY is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.

Please email your resume and cover letter detailing the position title in the subject line and email your attachments to employment@rayinc.ca with attention to Employment at RaY. No phone calls please.