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Communications, Grant and Report Writing

The Working Centre is a dynamic community based organization with projects that range from: employment supports and financial problem solving; an integrated response to homelessness and addictions including a community kitchen hub, medical and psychiatric supports, street and encampment outreach; a growing network of affordable and supportive housing and shelters; community enterprise projects including plant-based cafes, a bicycle recycling shop, a computer recycling shop, a housewares and furniture thrift store and a clothing shop.

The Working Centre has been developing a Living System organization with the capacity for creative responses. A Living System means that our practices and approaches have the openness to evolve, that cooperation, responsiveness, hospitality and diversity are key features. An important part of our Living System is the development of four key hubs (Work and Livelihood, St. John's Kitchen and Outreach, Housing and Shelter, and Community Tools and Enterprise), along with formalizing our internal groups that look after buildings, infrastructure, maintenance, accounting and IT in order to support projects to root, develop and grow. This transition supports the important complexity and diversity of The Working Centre.

We are currently hiring a number of new positions to help us strengthen and build our work moving forwards.

JOB SUMMARY

The Communications, Grant and Report Writing role brings the skills of writing and thought development together to complete proposals, reports, communications, and a narrative of the work across the organization. This role is a story telling role that also creates a social media presence, updates the website with current activities, and helps to bring a critical analysis perspective that encourages thought development and dialogue. Recognizing the breadth of our community, including donors, funders, people who are involved in our projects, this role weaves a narrative that builds on the inclusion and dynamism of the work.

SUMMARY OF RESPONSIBILITIES

- Build awareness of the organization's multiple funding commitments, the reporting structures and frameworks, and hold timely attention to the narrative and written reports and business plans.
- Combine the data and financial lenses into a coherent narrative for reports and proposals.
- Maintain our new website (release set for February 2025) with up-to-date posts, coordinating a variety of contributions; dynamically representing our village of projects and activities.
- Host our social media presence; work with a team to develop meaningful and interesting "lenses" on the lively array of possibilities, ensuring we never use the lives of people we serve to promote our work.

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- Lean in to help describe and write developing project ideas; listen actively to emergent ideas and help to develop thought through discussion and summarize the thought development.
- Write and rewrite with input to capture the depth of concepts with the understanding that writing is an iterative process.
- Research potential granting opportunities, explore suitability to projects, write proposals.
- Support/facilitate the creation of posters, flyers, info sheets, etc. as the need arises.
- Serve the needs of the various projects, support the writing work, help to hold a consistent language and approach, while allowing the diversity of projects to emerge.

QUALITIES AND QUALIFICATIONS

- An appreciation of intentional language, leaning into what we call “round” language that invites the reader in, that is open as we continuously learn and change in our work.
- Ability to multi-task, deal with multiple deadlines, and to stay calm under pressure.
- Hard worker who is willing to go the extra mile, willing to step in to help in a multitude of ways not outlined in this role description.
- Ability to work well independently as well as to function effectively as a member of a diverse team.
- Welcome other points of views and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
- Excellent time management skills, with the ability to perform multiple tasks and meet deadlines while maintaining quality.
- Learning together with us as we work within a living systems model that honours the inclusion, creativity, and diversity in each project.

COMPENSATION AND BENEFITS

We are looking for someone to join our team full time, working Mondays to Fridays from 9am-5pm.

The Working Centre has always held an equal salary policy across the organization, reducing comparisons and hierarchy. This position starts at \$58,500 annually. We offer a full benefits package that starts after 3 months of full time work.

APPLICATION PROCESS

The Working Centre is a dynamic and highly responsive organization. Co-workers come from all walks of life, a variety of cultural backgrounds, and an eclectic mix of age groups. We are constantly learning and are challenged in our work. We offer many flexible yet anchored work roles and a work environment that allows you to do meaningful, respectful and good work.

This work is more than a job – it is about committed community work in a collaborative environment. If you think that this role would make you excited to come to work every day, we’d like to hear from you.

Email your application to working@theworkingcentre.org and include:

- A cover letter explaining your interest in this position, our organization and how your experience and skill would be a good fit.
- Your resume