



CAREER OPPORTUNITY – GENERAL MANAGER
RIVERVIEW COMMUNITY CENTRE – 90 ASHLAND AVE.
WINNIPEG MANITOBA

General Manager – Riverview Community Centre

Building A Stronger Community Centre

Are you dependable and resourceful? Do you have lots of energy, enthusiasm, and initiative? Do you have the administrative strengths required to manage a small, but thriving community centre? Can your problem solve with creativity and common-sense? Do you have experience developing, fund raising for, and managing projects and programs?

The Riverview Community Centre is looking for a strong someone to be our General Manager. It's a great opportunity to work in a vibrant Winnipeg community with a highly engaged Board of Directors and exceptional volunteers.

Succeeding in the General Manager role means you have the following strengths:

- Administrative (monthly reports, rental schedules)
- People Management (employees, renters, volunteers, Board members)
- Communications (newsletters, proposal writing, activity reports)
- Program Development & Delivery

As General Manager you must be an organizer and a leader in developing and coordinating a diverse range of initiatives and activities at the community centre.

Salary Range is \$45,000 to \$50,000 plus benefits, depending on your experience and unique skill set. Our community centre delivers programs to the Riverview neighbourhood all year round and has been for over 80 years. It's a busy place and we want to see it to be busier and better than ever with you as General Manger!

If you are interested, please forward your resume along with an amazing cover letter explaining how your mix of experience, education and moxie makes you the perfect candidate for this position to president@riverviewcc.ca by 4:00 p.m. Friday, March 17 2023. Questions about this position can be forwarded to this same email address.