

Our programs are growing again! As a community economic development organization, SEED is a diverse workplace looking for people to help further develop innovative and responsive programming. We value candidates having experiences with living on a low level of income and working within inner-city communities.

SEED envisions a world where opportunities exist for all people and communities to realize their hopes. Its mission is to build strong communities and increase opportunities for people through financial empowerment programs and services.

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### **Program Coordinator, Asset Building Programs**

**Full Time – 1 Year Term with the prospect of extension**

The Asset Building Program Coordinator will work with the Access to Benefits program to help participants complete tax returns, apply for government benefits, and solve financial problems. This work entails supporting individuals facing barriers to financial inclusion through self-advocacy and assistance with navigating complex bureaucratic systems. The ideal candidate will have demonstrated experience engaging in program development and designing training sessions for adult learners. The successful candidate will be a quick learner who is highly motivated, detail-oriented, and experienced in working with financially vulnerable community members. This position requires flexibility to work evenings and weekends as required.

Salary range for this position starts at \$43,611.00 annually.

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### **Marketing Outreach Coordinator, Business Development Services**

**Full Time – 1 Year Term with the prospect of extension**

The Marketing Outreach Coordinator will provide marketing support to promote Recognition Counts (RC) and BEST (Business & Enterprise Support & Training) programs. This work includes the review and implementation of a marketing plan, building relationships and liaising with ethno-cultural organizations, delivering presentations, promoting SEED programs and services by coordinating and implementing marketing activities, and working with clients. The ideal candidate will possess a strong outreach and marketing background with a post-secondary education in marketing, business or a related discipline, plus one year of marketing/outreach experience. The successful candidate must have a solid facilitation background, excellent communication skills, keen social media skills, exceptional planning and organizing ability, and work well as part of a team.

Salary range for this position starts at \$43,611.00 annually.

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### **Administrative Coordinator, Operations – 2 positions**

**Full Time – 1 Year Term with the prospect of extension**

The Administrative Coordinator provides reception services, supports intake processes, and maintains efficient office systems that enhance and increase the efficiency of the organization. The ideal candidate must be able to work well independently and within a team environment, take initiative and anticipate needs, and have strong organization and prioritizing skills. A typing speed of at least 60 w.p.m. is an asset, as well as desktop publishing skills. Excellence with Windows 10 and MS Office 2013 in a network environment, and familiarity with Office 2016 is beneficial. This position requires related education with a minimum of three years administrative support experience. The successful candidate must have a professional, friendly and calm reception manner, in addition to strong interpersonal skills.

Salary range for this position starts at \$31,380.00 annually.

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SEED offers a comprehensive benefits package and is an equal opportunity employer. Candidates are encouraged to self-identify in their cover letters.

**Please submit resume and cover letter indicating the position by 4:30 p.m. Friday, May 18, 2018 to:**

#### **Selection Committee**

[info@seedwinnipeg.ca](mailto:info@seedwinnipeg.ca) (pdf preferred)

Fax (204) 927-9930

SEED Winnipeg Inc., 80 Salter Street, Winnipeg, MB R2W 4J6