



The Pas Community Renewal Corporation
INTERIM COMMUNITY ENGAGEMENT COORDINATOR / ADMINISTRATIVE ASSISTANT

APPLICATION DEADLINE: 4:30 PM March 17, 2026

SALARY/WAGE: \$22.00 per hour and vacation incentive.

POSITION TYPE: 32 hrs per week. Term position: April 1, 2026 to March 31, 2027 (some evening/weekends required)

LOCATION: 1 St Goddard Avenue, The Pas, Manitoba

PURPOSE OF THE POSITION:

The Interim Community Engagement Coordinator / Admin Assistant is responsible for connecting the community with TPCRC and assisting TPCRC to meet its five-year work plan.

SCOPE:

The C.E.C. reports to TPCRC's Interim Executive Director. They are responsible for administering the Community Small Grants funding, the delivery of community programs, activities, & events as outlined in the TPCRC's Work Plan, and developing and maintaining partnerships to best support community organizations in service delivery.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Administer activities and projects as outlined in TPCRC's work plan.
 - i.e. Annual Santa Claus Parade & Santa Skate, Annual Street Festival, Be a Santa to a Senior
- Promotion:
 - Inform the community of activities through social media, local radio, promotion, and interviews upon approval from the Interim Executive Director.
 - Distribute and hang posters throughout the Tri-Community in designated locations.
- Networking:
 - Network with other community groups and organizations.
 - Participate in activities related to community projects such as community forums, non-profit initiatives, and support public events where possible.
- Small Grants:
 - Administer the Community Small Grant program to ensure the annual allotment from the Province of Manitoba is disbursed to community groups to support eligible projects.
 - Prepare documentation for board approval of supported projects.
 - Monitor all successful small grants applications.
 - Maintain project files for auditing purposes and Small Grant database.
- Admin Duties:
 - Answer phone calls and take messages professionally.
 - Oversee management of emails and inquiries by monitoring incoming messages, responding promptly, directing requests to the appropriate team members.
 - Maintain filing system for easy document access.
- Other duties as assigned by Interim Executive Director.

DESIRED QUALIFICATIONS:

- Education or related experience in community development.
- Excellent interpersonal skills, open-mindedness, and the ability to work with all community members.
- Experience with proposal development & grant writing preferred.
- Experience working with organizations & groups.
- Equivalent combination of education, training, and experience will be considered.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of community-based resources preferred.
- Knowledge in developing, coordinating, and maintaining programs and activities.
- Proficient skills in reporting, writing, and communicating.
- Strong collaboration and networking skills.
- Knowledge of Office Technology
 - basic office technology i.e. computer, cellphone, printer
 - office software programs i.e. Word, Excel, email
 - ability to do data entry
- Successful Criminal Record and Child Abuse Registry Checks.
- Ability to work alone or in a team setting.

APPLICATION PROCESS:

Submit Resume & Cover Letter to:
Interim Executive Director: Holly LaJambe
The Pas Community Renewal Corporation
1 St Goddard Avenue, Box 669
The Pas, Manitoba R9A 1K7
Email: tpcrc.staff@gmail.com