

Righting Relations Winnipeg

Recruiting: Part-Time Circle Coordinator

Position Title: Winnipeg Circle Coordinator

Location: Winnipeg, Manitoba (in-person)

Overview:

Righting Relations Canada is hiring a *Circle Coordinator* in Winnipeg. The Winnipeg Circle Coordinator will work directly with Winnipeg Circle members, support activity coordination, build connections with other organizations, and organize logistics for local and regional events in collaboration with the Righting Relations network.

The Circle Coordinator will work closely with the National Steering Committee, the National Coordinator, the West Advisory Council, and the John Humphrey Centre for Peace and Human Rights (JHC) to advance the goals of the West Hub and the Winnipeg Circle.

Key Responsibilities:

1. Coordination and Administration:

- Organize and coordinate Circle meetings and activities within Manitoba, including securing venues, coordinating catering, sending invitations, and managing RSVPs.
- Maintain up-to-date meeting notes, event posters, and other project records within the shared Google Drive.
- Maintain and update the Winnipeg Circle's email group to ensure effective communication with members.
- Curate and manage documentation to support ongoing communications and storytelling (e.g., collecting stories or photos from events).

2. Community Engagement:

- Cultivate relationships between Circle members to foster collaboration and connection.
- Support members in developing and delivering educational workshops and sessions.
- Assist in promoting Circle activities through outreach and social media in collaboration with the National Coordinator and JHC team.

3. Partnership and Collaboration:

- Maintain regular communication with the West Advisory Council and JHC team to debrief on ongoing activities and co-develop plans for future initiatives.

- Collaborate with the Righting Relations national team and participate in West Hub Advisory and National Coordinators' meetings.
- 4. Event Management:**
- Organize logistics for events and activities, including securing speakers, coordinating facilitators, and creating event schedules.
 - Track attendance, collect feedback, and report general event statistics (e.g., number of attendees, key learnings, and follow-up opportunities).
- 5. Reporting and Evaluation:**
- Submit regular updates and reports to the John Humphrey Centre for Peace and Human Rights.
 - Collect and organize data required for evaluation and reporting (e.g., event summaries, participant feedback, attendance metrics).

Required Skills and Qualifications:

- Familiarity with Indigenous and diverse cultural communities, including key issues faced, and a commitment to working through an anti-oppression lens.
- Strong organizational, time management, and attention to detail skills.
- Excellent interpersonal and relationship-building abilities, with a collaborative approach to teamwork.
- Strong written and verbal communication skills.
- Ability to work independently, take initiative, and contribute effectively as part of a team.
- Experience with or willingness to learn website updates, social media communication, and digital outreach tools.
- Proficiency in or ability to learn Google Suite (Drive, Docs, Sheets) and virtual meeting platforms such as Zoom.
- Ability to attend gatherings and events during evenings and weekends, with some travel as required.
- Facilitation skills are an asset; a willingness to learn is essential.

Additional Information:

- This position is a contractor role.
- Hours: Flexible, estimated at 17 hours per month
- Compensation: \$620 per month flat rate
- Occasional evening or weekend availability may be required for events or meetings.

To apply or for more information, email: westhub@rightingrelations.org