



Job Opportunity

Manager, Ikwewag Wiigiwaam Owiji'in Indinawemaaganag - Women's Lodge, Helping All People Team

(IWOI Manager)

The IWOI Manager will guide the IWOI Team in upholding the core values of both DCSP and Mino'Ayaawag Ikwewag.

The successful candidate will represent the Core Guiding and Service Principles of the Downtown Community Safety Partnership in the community and will be an approachable individual ensuring the team facilitates positive interactions with all members of our downtown community, fostering a sense of safety, health, and wellbeing for all, with a primary focus on helping Indigenous women. In addition, the successful candidate will oversee the IWOI Team staffing and operational roles and responsibilities. The IWOI Manager will work in collaboration with all other managers of DCSP operations.

FTE: Full-time (Monday-Friday) with flexibility to work weekends.

Contract length: 12 months

Anticipated Shift: Days/evenings

Daily Hours Worked: 7.5

Salary: \$ 62,400.00 per year

Posting End Date: November 13, 2026

Key Responsibilities:

Leadership

- Provide leadership, direction, motivation, and support to all IWOI Team members.
- Maintain and build respectful relationships with Indigenous communities, organizations and leaders.
- Contribute to policies and practices that enhance Indigenous inclusion and cultural understanding.
- Provide support for the recruiting, development, and training of IWOI Team members.
- Ensure key metrics are developed and monitored.
- Lead and oversee IWOI Team members to ensure position duties, responsibilities, policies, protocols, and deliverables are being met and achieved.
- Communicate with DCSP Directors and Management and update information as required.
- Incorporate a supportive and positive teamwork mindset in the execution of work while honoring Indigenous cultural practices.

- Represent and mentor all IWOI Team staff on the Core Service Principles of DCSP, Mino'Ayaawag Ikwewag and the Seven Grandfather Teachings—Wisdom, Bravery, Honesty, Humility, Truth, Love and Respect.

Program Management

- Oversee Payworks profiles, time off requests, and monitor staff attendance.
- Develop objectives for IWOI Team day-to-day activities.
- Conduct biweekly team circles with IWOI staff.
- Ensure IWOI Team operate within budget.
- Ensure all operational requirements of all programs are identified on an annual basis.
- Provide status reports to the Director of Operations, and/or designate as required.
- Ensure data is adequately incorporated into day-to-day operations to enhance proactivity.
- Identify funding opportunities for programs. Prepare and manage funding applications and reports.
- Conduct interviews and performance reviews of personnel under your direction and on an ongoing basis as required.
- Maintain an up-to-date database of IWOI Team staff.
- Ensure training is up to date and current for employees, explore ongoing and evolving training needs.
- Documenting all staff-related personnel issues and communication to Human Resources.
- Make recommendations to Human Resources and/or designate all matters related to employee hiring, promotions, discipline, and terminations.
- Develop and maintain a manual on policies and procedures.
- Identify and coordinate all Workplace Health and Safety and training needs as required.

Program Development & Community Initiatives

- Research health, wellness, and safety issues and advocate to assist with problems experienced by the downtown community.
- Serve as a liaison with the community, stakeholders, partners, downtown businesses, and all applicable agencies including the Winnipeg Police Service and Winnipeg Fire and Paramedic Service.
- Facilitate information flow by responding to requests for information, including conducting presentations as needed to promote, share, and educate the public and community groups and organizations about the DCSP.
- Represent the DCSP on various committees may be required for downtown safety issues, as assigned by the DCSP Directors.

Other

- Other duties as may be assigned from time to time at the discretion of the Executive Director and/or designate. In the areas, but not limited to:
 - Research
 - Advocacy
 - Communication
 - Marketing
 - Public Relations
 - Other projects and /or duties as assigned

Qualifications:

- Post-secondary education is considered an asset, however relevant training/lived experience will also be considered.
- Deep understanding of Indigenous cultures and traditions.
- Experience working with Indigenous women and understanding of gender-specific issues within those communities.
- Preferably of Indigenous heritage or with demonstrated strong ties to Indigenous communities.
- Personal and professional dedication to confronting colonial harms and promoting truthful narratives about Indigenous experiences.
- Excellent interpersonal, teambuilding, problem solving, and communication skills.
- Ability to form professional relationships with various stakeholders, partners, and community agencies.
- Ability to provide transparent, ethical, and grounded in traditional knowledge and accountability to community.
- Demonstrated understanding of the unique issues and barriers affecting vulnerable populations in downtown.
- Valid First Aid and CPR certification is considered an asset.
- Class 5 driver's license preferred.
- This role is subject to a Criminal Record Check, including Vulnerable Sector Search, and a Child Abuse Registry Check, to be produced prior to commencing employment.

DCSP is committed to promoting a workforce that reflects the diversity of the community we serve.

Preference for this position will be given to Indigenous women.
Qualified applicants are encouraged to self-declare in their application.

To apply for this position, please email your resume and cover letter directly to **dcsp@dcsp.ca** by
November 13, 2026 with subject line: ***IWOI Manager***