



### **Term - Neighbourhood Safety Coordinator**

During this seven month term position, the Neighbourhood Safety Coordinator will work closely with the PCRC Executive Director and Community Facilitator as well a number of community partners to meet the PCRC goal “to promote initiatives that enhance a feeling of safety and well-being.”

This is a part-time position at 20-24 hours / week. The position is a 7 month term until August 31, 2012. The wage is \$13-15 per hour dependant on experience.

### **Responsibilities:**

- Create a public education strategy on community safety, including creation of brochures, information sheets, media articles, advertisements and presentations
- Plan and implement a graffiti removal program for the summer of 2012
- Coordinate community clean-ups including general clean-up, graffiti removal and trimming of trees and shrubs which pose safety concerns
- Engage the overall community, stakeholders, youth, service groups, businesses, etc in community clean-up and addressing of safety concerns.
- Coordinate safety audits with volunteer Safety Audit Teams to identify safety concerns in defined areas of the community
- Collate safety audits results into reports for the Public Safety Task Force and general public
- Provide support to other neighbourhood safety projects and respond to emerging safety concerns

### **Qualifications**

- Minimum high school diploma. Post secondary education preferred.
- Strong writing skills and ability to communicate effectively both in writing and verbally
- Skilled in using Microsoft Office software programs including Word, Excel, and PowerPoint
- Excellent organizational skills and attention to detail
- Interest in community revitalization and development.
- Experience working with volunteers an asset
- Acceptable criminal record check and child abuse record check.
- Preference given to residents of Portage la Prairie

To apply please provide a cover letter showing your interest in the position and a current resume including three references (at least 2 professional references)

**Deadline for submitting resume is January 25, 2012**

In person or by mail to PCRC, Unit B, 56 Royal Road N, Portage la Prairie, MB R1N 1V1 or by email to [info@PortageCRC.com](mailto:info@PortageCRC.com) . Call 240-PCRC (7272) for more information.