



83 Henderson Hwy
Winnipeg, MB R2L 1L2
(204) 479-4893
info@hopecentreministries.org

Job Title: The Raw Carrot Winnipeg Site Manager

Organization: Hope Centre Ministries (HCM)

Location: Winnipeg, MB

Position Type: Part-Time, Hourly (Potential for Growth)

*** Please note that these summer positions are dependent on grant funds being awarded to Hope Centre Ministries via the Canada Summer Jobs program and the Manitoba Urban/Hometown Green Team*

About Hope Centre Ministries:

Hope Centre Ministries (HCM) is a faith-based non-profit organization dedicated to providing care, belonging, and spiritual growth opportunities for individuals with disabilities in Winnipeg, MB. Our programs foster connections with God and others, encourage faith exploration, facilitate learning, and promote community service. We offer a variety of programs, including Friendship From Home (Zoom Bible study), Community Sunday (worship gathering), parent support groups, Mid-Week Meets (community meet-ups), Toonie Tuesday (summer program), and are excited to launch The Raw Carrot Winnipeg, a social franchise providing meaningful employment for individuals with disabilities.

Position Summary:

The Raw Carrot Winnipeg Site Manager will play a crucial role in leading and managing the successful operation of The Raw Carrot Winnipeg, ensuring its growth and alignment with HCM's mission. This part-time, hourly position has the potential to expand as the site grows. This role involves managing a team, overseeing production and sales, and fostering community engagement.

Key Responsibilities:

- **The Raw Carrot Winnipeg Site Management:**
 - Manage site start-up in partnership with The Raw Carrot HQ and Hope Centre Ministries.
 - Oversee day-to-day operations, including production, sales, and quality control.
 - Manage a team of staff and volunteers, fostering a productive and inclusive work environment.
 - Work with Hope Centre Ministries to develop and implement sales and marketing strategies.
 - Source and manage inventory.
 - Schedule and manage staff and volunteers.
 - Ensure compliance with food safety regulations.
 - Track and manage budget.
 - Participate in community outreach and networking.
 - Collaborate with Hope Centre Ministries on HR policies and procedures.

- Coordinate the details of market sales, and community events.
- **Financial Management:**
 - Track budgets, monitor expenses, and prepare financial reports.
- **Community Engagement:**
 - Represent The Raw Carrot at community events and build relationships with local partners.

Location and Hours:

- **Administrative/Business Activities:** One day per week at the HCM office (83 Henderson Highway, Winnipeg) or the site kitchen.
- **Cook Days:** Initially one day per week at St. Peter's Anglican Church (755 Elm Street, Winnipeg), with the goal to scale to two cook days per week within one year.
- **Sales and Marketing:** Seasonal evening and weekend support planned in advance, with the option to schedule volunteers for coverage.

Qualifications:

- Demonstrates commitment to living out and sharing the values of the Christian faith.
- Enthusiastic and energetic with a passion for serving others.
- Passion for Social Impact: Deeply committed to making a positive difference in the lives of vulnerable and marginalized populations.
- Leadership and Management: Proven ability to lead and manage teams effectively.
- Food Production Expertise: Experience in food production or a related field.
- Strong Communication: Excellent interpersonal and communication skills.
- Safety and Compliance: Knowledge of health and safety regulations and commitment to compliance.
- Teamwork: Ability to work independently and collaboratively as part of a team.
- Basic understanding of budgeting and financial management.
- Proficiency with computers and willingness to learn new systems.
- Ability to lift and carry up to 40 lbs.
- Knowledge of the social enterprise sector is an asset.
- Experience in community outreach and networking is an asset.

To Apply:

Please submit the following documents to Shellie Power, Executive Director at shellie@hopecentreministries.org:

- Statement of faith
- Resume
- Cover letter outlining your interest in this position