

Project Facilitator, *Building Boards*

Organization: Manitoba Non-Profit Housing Association

Reports to: Executive Director

Position Summary

The Building Boards project facilitator will build on the strength of the Non-Profit Housing sector across Winnipeg through developing and sustaining their board capacity. Through the creation of an “Effective Board Practices toolkit”, the organizations will have greater board diversity, be equipped to engage a new generation of volunteers, and be better prepared to adapt to the changes in the non-profit and affordable housing sector for years to come.

HOURS: 35 hours per week for 8 weeks (flexibility to work fewer hours for more weeks if preferred, maximum of 280 hours from June-September)

WAGE: \$15/hour

Tasks and Responsibilities

- Interviews and surveys: contact Board Members of non-profit housing organizations to understand their specific priorities for training and governance tools
- Literature search and summary: review existing board of director training tools and summarize effective practices, and potential tools for MNPHA member boards
- Toolkit development: create a toolkit for MNPHA members on Effective Board Practices based on the interviews, surveys, and literature review; this could include videos, sample policies and guides, outreach materials, job descriptions for Board members, etc.

Expected Deliverables

By Week 2:	Survey and Interview tool development
By Week 4:	Data collection complete
By Week 6:	Literature review complete
By Week 8:	Toolkit complete

Qualifications and Skills

- Experience serving on a Board of Directors for a non-profit organization is preferred.
- Excellent written and oral communication skills:
 - Demonstrated experience developing and implementing surveys/interviews
 - Experience compiling research and information into brief reports
- Project management skills and experience:
 - Self-motivation and ability to work independently
 - Strong interpersonal and organizational skills
 - Outstanding attention to detail
- Excellent computer skills for use in word processing, research, communications



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Funding for this project is through the Canada Summer Job Grant. Eligible candidates must be between the age of 15 and 30 years old; must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Please send resume and cover letter detailing qualifications and experience to Christina Maes Nino; exccdir@mnpha.com; by May 17, 2019.

Interviews are anticipated to take place in late-May, with the position to start in June 2019.

For more information please call 204-797-6746. We thank everyone for their interest in the position, only those selected for an interview will be contacted.

Manitoba Non-Profit Housing Association is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply.
Thank you.

