



Coordinator, Member Education and Communications Job Description

Organization: Manitoba Non-Profit Housing Association

Reports to: Executive Director

Non-profit housing constitutes more than 50% of the social housing in Manitoba, and has a more than 50-year history of providing quality, affordable housing to people who need it. Non-profit housing is diverse, with over 200 independent non-profit organizations, each governed by volunteer Boards of Directors. The Manitoba Non-Profit Housing Association is seeking a self-motivated and resourceful Coordinator of Member Education and Communications to support our members to build a thriving, sustainable non-profit housing sector in Manitoba

Position Summary

The Coordinator of Member Education and Communications will develop educational workshops and materials that support non-profit housing providers to provide safe, secure, and affordable housing across Manitoba. The Coordinator will create and disseminate written, electronic, video, and other internal and external communications materials with members, stakeholders, and partners.

HOURS: 32 hours weekly; Mostly weekdays with occasional evening or weekend
Significant flexibility around remote work and scheduling with a minimum one day per week in the MNPCHA office.

DETAILS: The salary range is \$18-\$21/hour depending on experience and training; health and wellness benefits are provided at 6 months, along with a matching 5% RRSP contribution.

Tasks and Responsibilities

Member education and training (45%)

- Develop and coordinate educational programs to members through in-person workshops, webinars, online training, videos, and resource materials.
 - This includes finding and working with subject-matter experts and speakers to develop and deliver education
- Assist with educational session development and coordinate logistics for annual Building Partnerships Conference
 - May include keynote speakers, panel discussions, and interactive workshops
- Evaluate education and training programs for continuous improvement

Member outreach and communications (40%)

- Develop and implement member outreach strategies, with a goal of increasing MNPCHA's membership across Manitoba
- Maintain member database and mailing lists for membership outreach and renewal
- Develop and implement communication strategies for campaigns, education, and other Association priorities, including: manage website; manage social media accounts – Instagram, Facebook, and Twitter; coordinate monthly newsletter and monthly member-only newsletter; phone outreach to members where appropriate
- Assess member priorities through surveys and meetings with members





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- Record and disseminate minutes of meetings for Board of Directors and various committees Partnership and service development, other duties (15%)
- Establish and maintain mutually beneficial relationships with organizations, vendors, and consultants who work with the non-profit housing sector
- The Coordinator of Member Education and Communications will become part of MNPHA's small team of three, and is expected to collaborate with the team on other Association duties as required.

Qualifications and Skills

You are:

- Flexible and resourceful: you enjoy creating new materials, finding resources, and establishing new partnerships
- Goal-oriented and task-driven: you thrive in an independent work environment, can deliver on targets, have strong organizational skills, and pay attention to detail
- Creative and like to learn new things: you have excellent computer skills for use in word processing, administration, and communications. You can edit videos, organize online meetings, and use social media. If you don't know how to do something, you ask for help and find a way to develop your skills or knowledge
- Communicative: you have experience facilitating groups and educational sessions of diverse stakeholders and varied size, and experience developing professional communication documents for a range of audiences
- Collaborative: you develop constructive, productive and sustainable relationships with colleagues, collaborators/associates, and partners
- Enthusiastic about affordable housing and non-profit development

Interviews are anticipated to take place in early-December 2020, with the position to start mid-December if possible.

Please send resume and cover letter detailing qualifications and experience to Christina Maes Nino; execdir@mnpha.com; by November 27, 2020.

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

