



## Coordinator, Administration and Events Job Description

**Organization:** Manitoba Non-Profit Housing Association

**Reports to:** Executive Director

The Manitoba Non-Profit Housing Association (MNPHA) represents over 100 non-profit housing providers who collectively own and manage more than 24,000 affordable homes across 23 communities in Manitoba. MNPHA supports its members to build a thriving, sustainable non-profit housing sector in Manitoba through providing our members valuable programs and services; developing the capacity of the Non-Profit Housing sector; advocating on behalf of members, and; building partnerships within the non-profit housing sector and with other sectors that support resilience, relevance, and innovation.

MNPHA is seeking an organized problem solver as Coordinator of Member Administration and Events to develop and support organizational administrative systems, and organize meetings and events including the annual Building Partnerships conference.

### Position Summary

The Coordinator of Administration and Events will work with the MNPHA team as needed so the Association and its team is resourced, organized, has excellent internal and external communications, and delivers high-quality events that people look forward to attending.

HOURS: 32-40 hours weekly (to be negotiated); Mostly weekdays with occasional evening or weekend

Significant flexibility around remote work and scheduling with a minimum one day per week in the MNPHA office.

DETAILS: This is a two year contract position, with opportunities for extension if funding permits. The salary range is \$16-\$19/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

#### Event Coordination

- Coordinate logistics for virtual and in-person events and workshops
  - Logistics include venue, technology, schedule, food and beverages, supplies, registration management
  - Major events include the Annual General Meeting and annual Building Partnerships conference, with other workshops and meetings throughout the year

#### Office and Organization Administration

- Receive and forward communications to different staff, including answering phone calls and responding to emails
- Identify and respond to resource needs, including supplies, technology, printed materials
- Update and monitor MNPHA's website (using Wordpress)
- Maintain member database and mailing lists for membership outreach and renewal





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- Record and disseminate minutes of meetings for Board of Directors and various committees
- Implement and maintain procedures/office administrative systems, including electronic filing systems

The Coordinator of Administration and Events will become part of MNPCHA's small team of four, 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 solving problems
- Goal-oriented and task-driven: you thrive in an independent work environment, can set goals and deliver on targets. You can manage multiple projects and set priorities
- Organized: you create systems for organization, and share them with the team to ensure they work. You pay attention to detail without missing the big picture
- Creative and like to learn new things: you have excellent computer skills for use in word processing, administration, and communications. You stay up-to-date on technology and if you don't know how to do something, you ask for help and find a way to develop your skills or knowledge.
- 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 mid-April, 2021, with the position to start in late-April if possible.**

**Please send resume and cover letter detailing qualifications and experience to Christina Maes Nino; [execdir@mnpha.com](mailto:execdir@mnpha.com); by April 7, 2021.**

**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*

