



Conference Coordinator and Support Job Description

Organization: Manitoba Non-Profit Housing Association

Reports to: Executive Director

The Manitoba Non-Profit Housing Association (MNPCHA) represents over 100 non-profit housing providers who collectively own and manage more than 24,000 affordable homes across 23 communities in Manitoba. MNPCHA 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. The annual Building Partnerships Conference is an opportunity for the non-profit housing sector and partners to come together for networking, education, and inspiration.

Position Summary

The Conference Coordinator will work with the MNPCHA team as needed so the team is resourced, supported, has excellent internal and external communications, and delivers a high-quality event that people look forward to attending. The conference is planned to be in person, but may switch to a virtual event if necessary

HOURS: This is a contract position from September 7 – December 10; 20 hours weekly (to be negotiated); Mostly weekdays with evenings during the conference (November 22-23). Significant flexibility around remote work and scheduling with a minimum one day per week in the MNPCHA office.

RATE: \$16-18/hour depending on experience

Tasks and Responsibilities

- Coordinate registration for conference participants
 - Manage online registration and support people/groups to register by phone or e-mail as needed
 - Develop and update conference website with registration details and other information as needed
- Coordinate trade show/resource fair
 - Collect all necessary trade show and resource fair information from participants
 - Share information regarding set-up and other logistics for trade show attendees
 - Develop resources, signage, and information to encourage trade show interaction
 - Survey trade show participants and develop report with recommendations for future years
- Coordinate Spirit of Housing Awards Ceremonies
 - Create videos to celebrate award recipients at the event
 - Develop MC script for Spirit of Housing Awards
- Document sessions and post for attendees





Conference Coordinator and Support Job Description

- This may include written summaries of sessions or video recordings to be posted on the conference website

The Conference Coordinator will become part of MNPCHA's small team of five, 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
- Technologically inclined, and like to learn new things: you have excellent computer skills for use in word processing and document publishing, administration, video editing, 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 non-profit development and event planning

Experience or training/education in organizing medium-size (100+ attendee) events, including in-person and virtual events, is required. Video editing, publication design, website development and marketing experience is a strong asset.

Funding for this position is through the Canada Summer Job Grant. Eligible candidates **must be** between the age of 15 and 30 years old; and **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 relevant experience to Idorenyin Mbang; info@mnpha.com by August 6, 2021. Interviews are expected to take place the week of August 9 and 16. **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

