



Rent Relief Fund Administrative Assistant Job Description

Organization: Manitoba Non-Profit Housing Association

Reports to: Director of Programs

Position Summary

Manitoba Non-Profit Housing Association (MNPCHA) is a non-profit organization representing over 100 non-profit housing providers who collectively own and manage more than 24,000 affordable homes across 23 communities in Manitoba.

MNPCHA is currently delivering a rent relief program that provides no interest loans for low to moderate income Manitobans to help secure, maintain or stabilize housing. We are currently hiring an Administrative Assistant to keep the program organized, ensure positive and responsive communication, and support the staff team in processing loans.

TERM: This is a term position until March 31 with a strong possibility of extension depending on funding availability.

SALARY: \$35,000 to \$40,000 per year dependent on experience and qualifications.

DETAILS: This position is primarily remote with a requirement to attend the office located in the Exchange District as needed. Hours are full time (40 hours/week) from Monday to Friday days.

Tasks and Responsibilities

Responsibilities include application management, first point of contact for applicants, providing excellent, timely customer services both by phone and through the central email address, managing calendars, providing logistics for meetings including taking minutes and technical support and trouble shooting.

Skills and Expectations

The successful candidate will possess excellent communication skills both written and verbal, ability to stay calm under pressure, above average skills in Office 365, specifically Excel, SharePoint and Word, ability to work well independently and within a small team of colleagues and have excellent time management skills.

Please apply WITH cover letter including salary expectations and resume to: Cheryl Krostewitz, Director of Programs, at programs@mnpha.com.

MNPCHA is committed to representing diversity among our staff and volunteers. Indigenous people, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply.

