



**Office Coordinator  
Job Description  
October 31, 2023**

**Organization:** Manitoba Non-Profit Housing Association  
**Reports to:** Director of Programs

**Position Summary**

The Office Coordinator will provide administrative support to staff and participants of MNPHA and work with the team as needed so the Association and its team is resourced, organized and has excellent internal and external communications.

**HOURS:** Monday to Friday - 40 hours weekly onsite in the MNPHA office.

**Salary:** \$19 - \$23 / hour dependent on experience

**Tasks and Responsibilities**

**Office Reception, Customer Service**

- Receptionist duties: greet visitors, handle general inquiries, courier and office mail, respond to and route phone calls appropriately
- Respond to general inquiries about MNPHA and the Rent Relief program
- Provide excellent customer service to visitors including receiving and reviewing documents for accuracy for the Rent Relief program
- Support the MNPHA team as needed to provide information to visitors and participants

**Organization and Meeting Support**

- Ensure the office is running smoothly: areas are tidy, office supplies are up to date, printed materials are ordered
- Assist in coordinating logistics for meetings (primarily food and location)
- Maintain office lists as needed
- Implement and maintain procedures/office administrative systems, including electronic filing systems

**Technology and Staff Support**

- Set up technology and supplies for employees including troubleshooting with IT services, Office 365 administration, zoom phone management. This includes supporting transition in staffing where needed
- Orientation and onboarding of staff
- Internal communications





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#### Expectations:

The Office Coordinator is expected to bring the following abilities to their work:

- Steadfast: you uphold the mission, vision, and values of the Manitoba Non-Profit Housing Association
- Enthusiastic: you represent the Manitoba Non-Profit Housing Association in a positive and professional manner
- 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
- Collaborative: you develop constructive, productive and sustainable relationships with colleagues, collaborators/associates, community partners, MNPHA members, and government representatives

#### Qualifications:

- A natural ability and willingness to assist others
- Computer proficiency with Office 365
- A calm and professional demeanor
- 3 – 5 years experience working within a professional office setting
- Strong organizational and problem-solving skills
- Ability to work independently as well as collaboratively

Please address applications to Cheryl Krostewitz, Director of Programs, and submit a cover letter and resume to [programs@mnpha.com](mailto:programs@mnpha.com) by November 23, 2023.

Please note that resumes will be reviewed as received and the posting may close earlier than the date noted above if a suitable candidate is found.

***MNPHA 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.***

