



Programs Support Assistant Job Description

Organization: Manitoba Non-Profit Housing Association

Reports to: Director of Programs

Position Summary

The Programs Support Assistant will provide support to the Director of Programs and work with the MNPHA team as needed so that the programs that MNPHA delivers are well resourced, organized and results are analyzed regular to achieve outcomes.

HOURS: 40 hours weekly; Mostly weekdays with occasional evening or weekend in a hybrid work environment as required.

Salary Range: \$24 - \$26 Dependent on Experience

Tasks and Responsibilities

Program Information and Data Collection:

- Work closely with leadership teams to create data and evaluation strategies that support reporting and program improvement
- Build reporting and analytics to support program activity while providing recommendations to improve internal processes
- Work with program team to ensure accurate, timely, and meaningful data collection
- Ensure stored data is easily accessible to internal and external teams

Program Analysis and Reporting:

- Collaboratively work with Director of Programs and Program Coordinator to provide reports to stakeholders
- Respond to inquiries and requests for information from staff in a timely manner
- Identify and suggest improvements to current reporting processes
- Analyze and report on landlord and participant surveys

Program Administration

- Set up well organized systems for MNPHA programs
- Communicate and provide administrative support to grant recipients, which may include developing application processes and forms and providing reporting templates
- Coordinate logistics for meetings
- Preparation and distribution of meeting minutes and notes
- Attendance at program meetings to provide administrative support
- Trouble shooting technological needs where required
- Manage office calendars





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Expectations:

The Programs Support Assistant 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

Skills and Qualifications:

- Excellent organizational skills
- Above average ability with technology (primarily Office 365 as well as the Rent Relief Database)
- 3 – 5 years experience in a non-profit setting
- Ability to work independently and able to work on teams cross-functionally
- Ability to organize, prioritize and follow through with important projects
- Strong analytical skills with the ability to collect, organize and analyze significant amounts of information
- Understanding of non-profit program development, funding, and evaluation processes
- Strong attention to detail
- Exceptional written and oral communication skills
- Ability to problem-solve with a track record of producing results
- Exceptional time management skills
- Ability to present complex information in a simplified way to various audiences

Please address applications to Cheryl Krostewitz, Director of Programs, and submit a cover letter and resume to 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.

MNPFA 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.

