



Program Coordinator: Non-Profit Housing Energy Efficiency Job Posting – April 23, 2024

Organization: Manitoba Non-Profit Housing Association

Reports to: Executive Director

About MNPCHA: The Manitoba Non-Profit Housing Association (MNPCHA) supports its members, which are 100 diverse non-profit organizations across Manitoba, to build a thriving, sustainable non-profit housing sector in Manitoba. MNPCHA provides our members valuable programs and services; develops the capacity of the Non-Profit Housing sector, and; advocates on behalf of members.

Position Summary

The Program Coordinator will be working with non-profit housing organizations in Manitoba and Efficiency Manitoba (EM) to promote energy efficiency programs and awareness, and create & implement a non-profit housing energy efficiency plan with guidance & support from EM.

The Program Coordinator will also help identify energy-saving opportunities in non-profit housing in Manitoba and encourage participation in Efficiency Manitoba's energy efficiency programs, ultimately leading to reduced energy consumption and lower energy bills.

Hours: 32 hours weekly; Mostly weekdays with occasional evening for presentations/meetings

Salary Range: \$35,000-41,000 annually; extended health benefits and 5% matched RRSP program available at 6-months

Details: this is a two-year term position with the possibility of extension if the program is extended

Work Environment and Expectations: Flexibility around remote work and scheduling with a minimum one day per week in the MNPCHA office in Winnipeg. Ability to work from home with good internet access are required. Though most meetings will take place virtually or by phone, travel to meet with non-profit housing organizations throughout Manitoba is required.

Tasks and Responsibilities

Create and Implement an Energy Efficiency Strategy for Non-Profit Housing in Manitoba

- Undertake an assessment of energy efficiency needs and opportunities in the non-profit housing sector in Manitoba
- Develop a strategy to improve energy efficiency in non-profit housing
- Maintain an on-going focus on all energy efficiency initiatives including setting benchmarks for new projects

Outreach, Resource Connection, and Support for Efficiency Initiatives

- Coordinate and carry out outreach to non-profit housing organizations in Manitoba to deliver the message of energy efficiency to the community





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- Coordinate planned activities within the community to promote and build awareness of Efficiency Manitoba programs
- Assist organizations in filling out forms and applications and navigating program requirements
- Provide written and verbal reports on tasks and outcomes
- Connect housing organizations to relevant resources to increase awareness and successful outcomes
- Participate in frequent ongoing training with EM

Knowledge and Experience

- An understanding of energy conservation, and energy efficient equipment and measures is an asset
- Experience working in a small team environment, experience working in remote environments are an asset
- Strong professional verbal and written communication skills
- Proficient computer (MS office, Word, Excel, PowerPoint) and database skills
- Understanding of business and service processes associated with non-profit organizations is an asset

Skills and Expectations

You are:

- A problem solver: you can adapt to a changing environment, and find contacts, conduct research, and identify resources needed to solve problems
- 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
- Communicative: you have experience presenting to groups and of diverse stakeholders with varied technical knowledge
- Collaborative: you develop constructive, productive and sustainable relationships with colleagues, collaborators/associates, and partners
- Enthusiastic about affordable and non-profit housing

How to apply

Send resume and cover letter outlining relevant experience to Christina Maes Nino, execdir@mnpha.com; Interviews will start the week of May 13, 2024. The position starts as soon as possible once a suitable candidate is selected. Only candidates considered for interviews 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.

