



Rent Relief Fund Administrative Assistant

Job Description March 28, 2022

Organization: Manitoba Non-Profit Housing Association **Program:** Rent Relief Fund
Reports to: Program Manager

Position Summary

As part of a small team and in collaboration with partners in the housing and homelessness sectors, the Administrative Assistant will provide administrative support for the Rent Relief Fund program to ensure that the program is well-resourced, organized and offers excellent internal and external communications.

HOURS: 40 hours weekly; Mostly weekdays with occasional evening or weekend; significant flexibility around remote work and scheduling with a minimum one day per week in the MNPHA office.

TERM: This is a one-year term position with the possibility of extension depending on funding.

- A computer and other small office equipment as needed is provided for remote work; employees are expected to have high speed internet service and to use their own phone/computer for work calls using a voice-over-IP application
- Employees must be fully vaccinated

SALARY: starting at \$35,360 annually with 3 weeks paid holidays; health benefits and 5% matched RRSP provided after 6-month probation period

Tasks and Responsibilities

Rent Relief Fund

- Maintain contact resource management database to ensure data collected is complete, accurate and consistent
- Provide data for reporting purposes to external stakeholders
- Support Case Management team in responding to inquiries by telephone and email

Administration and Organizational needs

- Ensuring systems are up to date
- Troubleshooting technological issues as needed and liaising with MNPHA's IT support
- Identifying and implementing technological support as needed

Expectations:

The Administrative 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 & the Rent Relief Fund 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





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Skills:

- Above average working knowledge of Microsoft Office software solutions, Sharepoint, Teams and other platforms
- Well organized with the ability to prioritize deadlines
- Friendly, personable and provides excellent client support
- Excellent time management skills

As a new program under development and as a pilot with two-year funding, the staffing structure and program model may evolve. Other duties and roles may be added or adjusted over time.

Apply by April 4, 2022, with the position to start as soon as possible after the candidate is selected. To apply, please send resume and cover letter detailing the relevant experience and/or training that will make you a good candidate for the position to Monique Brunger, Program Manager at rentrelief@mnpha.com

*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*

