

Housing Supports Fund Administrator

Position Summary

This is a new position that will help develop systems, training, policies, and administrative processes for funding programs that will be developed and delivered by MNPHA. This position will support the Executive Director and Transformation Team Lead in an administrative capacity. The Housing Supports Fund Administrator will have excellent internal and external communications, be extremely organized and able to work well both independently and within a small team.

DETAILS: This is a two year contract position, with opportunity for advancement to Program Manager for the right candidate at 6 months, and potential for renewal should funding be extended. The salary range is \$18 - \$21/hour depending on experience and training; health and wellness benefits are provided at 6 months, along with a matching 5% RRSP contribution. If the offer of Program Manager is extended, the salary will be re-evaluated.

HOURS: 32 – 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.

Tasks and Responsibilities

Communications

- Work with MNPHA's communication staff to promote awareness of the funds
- Communicate with members and other organizations to implement the programs and gather information for evaluation and reporting
- Provide guidance to those wanting to access funding programs where needed
- Ensure MNPHA's website is up to date as programs evolve

Fund Administration

- Help create systems to track project development and fund administration
- Provide administrative assistance to support program development, call for proposals process, agreement development, fund dispersal
- Establish systems to monitor funding programs
- Help create presentations for public and stakeholders
- Research and summarize findings where required

Office and Organization Administration

- Manage scheduling relating to meetings with stakeholders
- Record and disseminate notes from various meetings
- Implement and maintain procedures/office administrative systems, including electronic filing systems

The Housing Supports Fund Administrator will become part of MNPHA's small team and is expected to collaborate with the team on other Association duties as required.

Interviews are anticipated to take place in mid-April, 2021, with the position to start in late-April if possible.

Please send resume and cover letter detailing qualifications and experience to Cheryl Krostewitz; transformation@mnpha.com; by April 7, 2021.