



MULTIFAITH HOUSING INITIATIVE

Job Posting Office Administrator

Multifaith Housing Initiative (MHI) is a not-for-profit charitable organization with a mission to develop and maintain affordable rental homes for those who are homeless or at risk of homelessness. We encourage harmonious relations amongst tenants of diverse backgrounds and mobilize the resources of faith communities and others for these purposes.

MHI owns and operates 139 units and houses over 450 people in Ottawa. In 2017, we completed, in partnership with the City of Ottawa, the building of the Haven. Our largest project to date, the Haven is a fully visitable and environmentally sustainable housing complex, complete with accessible units and community spaces. Our current project, Veterans' House, will provide not only a home but also support services to address the explicit needs of homeless veterans in the Ottawa area. Veterans' House will open in this winter, 2021.

This is an exciting time at MHI! Not only are we growing, but affordable housing and the situation of homeless veterans are taking a greater place on the political agenda. This is a special opportunity for someone looking to gain a lot of hands-on experience working within the non-profit sector and within a multifaith and politically relevant environment.

Multifaith Housing Initiative (MHI) is hiring an **Office Administrator** to provide administrative support to the Executive Director, Board of Directors, management team, and the staff, volunteers, and tenants at MHI. This is a **full-time position**. The Administrator will be responsible for maintaining office correspondence and functions, processing donations and loans, tracking and reporting data, preparing reports and forms, and assisting in the preparation of events. This staff person will report to the Executive Director.

KEY RESPONSIBILITIES

I. Office Support

- Maintain office hours on behalf of MHI.
- Collect and process mail for distribution.
- Answer the phone, door, and email. Forward inquiries to the appropriate party.
- Coordinate meeting times, book meeting rooms, and maintain office calendar.
- Process donations, pledges, tax receipts, and membership fees.
- Process cheque requisitions and renewal forms of lenders.
- Prepare month-end donation information for bookkeeper
- Maintain hard copy and electronic filing systems.
- Troubleshoot office equipment and phone in support if necessary.
- Order office supplies.

II. Communications

- Draft and distribute letters to donors, members, volunteers, partners, and government officials, including with mail merge functions for mass mailings.
- Update the website.
- Create and format reports and templates using Microsoft Word and Adobe Acrobat.

III. Information Tracking and Reporting

- Manage a large database (Sumac/Salesforce) of donation, membership, volunteer, and fundraising information. Update data, generate letters and receipts, customize fields, and generate reports.
- Download, upload, and manipulate data using Microsoft Excel.

IV. Event Planning

- Assist in the planning and setting up of corporate events, including National Housing Day, the Annual General Meeting, and Tulipathon.
- Provide support to individuals and organizations holding 3rd party or volunteer-led events.
- Activities include: booking space and permits; corresponding with multiple parties, including city and government officials; ordering supplies; arranging food and equipment; and attending and cleaning up.

V. Technological Support

- Troubleshoot and coordinate with external support to solve problems with technology products or services.
- In coordination with MHI's technical support, ensure existing and new computers and networks are physically secured and data are protected;
- Complete the requirements for MHI to achieve its technological goals, such as by: developing a sharing structure that optimizes staff resourcefulness & efficiency (Google Workspace); maintaining a secure password storage system; and implementing data protection systems at new MHI sites.

BASIC REQUIREMENTS

- Enrolled in or graduated from a recognized post-secondary institution
- Experience in office administration
- Experience with data processing and management systems
- Intermediate experience using Microsoft Word and Excel
- Ability to communicate well both verbally and in writing with different parties
- Ability to multi-task and prioritize a heavy workload of competing pressures

PERSONAL SUITABILITY

- A commitment to MHI's mission and values
- A respect for an inclusive, multicultural, faith-based and volunteer-led organization
- A sensitivity toward vulnerable populations
- A positive attitude to support numerous projects and the work of multiple parties
- Ability to work independently and take initiative
- Ability to work well with others

NON-MANDATORY BUT DESIRABLE ASSETS

- Bilingualism – knowledge of French and/or other language.
- Some knowledge of affordable housing issues, especially in the Ottawa region.
- Experience in donation processing

TERMS AND CONDITIONS

Pay range for the position is \$40,000 - \$45,000 per year for 37.5 hours per week, based on experience.

HOW TO APPLY

If you are passionate about multifaith values (social justice, equality, inclusiveness) and are ready to grow professionally, we encourage you to join us at this very exciting time at MHI. Please forward your **résumé** and a **covering letter** outlining how you can contribute to this position by Monday, January 25, 2021 at 5 pm to exec.director@multifaithhousing.ca.

JOB CONTACT:

Suzanne Le
Executive Director, Multifaith Housing Initiative
404 McArthur Ave. Suite 206
Ottawa, ON K1K 1G8
exec.director@multifaithhousing.ca
www.multifaithhousing.ca

We thank all applicants for your interest; however, only candidates selected for an interview will be contacted.