



The *North End Community Renewal Corporation* (NECRC)

Now Hiring Tenant Landlord Cooperation TLC INTAKE COORDINATOR (1)

NECRC is a local not-for-profit organization committed to the social, economic and cultural renewal of the North End of Winnipeg.

The TLC Intake Coordinator acts as the first point of contact for most tenants, landlords and other front-line workers to the TLC. They are responsible for intaking new clients, collecting key information on their housing needs, and forwarding files to the TLC advocates. They are also responsible for managing the TLC database, completing TLC reporting, and providing general administrative support to the Housing Services Coordinator.

Summary of Key Responsibilities:

Database Management

- Maintains and updates data
- Builds new reporting tools and migrating data as new requirements arise
- Prepares and assembles TLC housing reports both internal and external

Administrative Activities

- Provides support to Housing Service Coordinator
- First point of contact with tenants, landlords, and front line workers
- Take meeting minutes

Qualifications:

- Office Management/administrative training or related post secondary education;
- Proficiency with MS Word, Excel, Access and Outlook
- Excellent written and verbal communication skills
- Ability to maintain calm demeanor under stress
- Strong verbal and written communication skills
- Demonstrated database management experience
- Independent, organized, with strong initiative
- Strong time management skills

Terms of Reference:

- Full time (37.5 hours per week, evenings and weekends as required);
- Starting at \$38,025 per year plus mileage and benefits package;
- Access to own transportation an asset;
- The TLC Advocate reports directly to the Housing Service Coordinator and will operate out of NECRC's main office at 509 Selkirk Avenue.

Please submit your resume and cover letter to simone@necrc.org by Aug 14, 2020

Resumes without a **cover letter** will not be considered.

Thank you in advance for your application, only applicants being considered for the position will be contacted.