



**End Homelessness Winnipeg (EHW) is an Indigenous mandated, collective impact organization that is committed to ending homelessness in Winnipeg.**

**EHW is guided by the Truth & Reconciliation Report and its Calls to Action.**

**Self-identifying as Indigenous or having first-hand knowledge or experience working with Indigenous communities will be considered an asset.**

## Job Posting

# Reaching Home Administration Clerk

Under the direction of the Director Reaching Home, the Administration Clerk is responsible for performing administrative duties that support delivery of homelessness funding as administered by End Homelessness Winnipeg.

The Administration Clerk is responsible for the collection and reporting of data based on information gathered from funded projects. Specifically, the Administration Clerk will:

- Work collaboratively with the Chief Executive Officer, the Senior Director, Director, staff team to address homelessness in Winnipeg
- Compile information and data gathered from funded projects
- Advise the Director and Program Officers of any issues relating to reporting by funded organizations
- Participate in meetings and prepare meeting notes and minutes as required
- Prepare and maintain tracking systems and correspondence
- Maintain physical and electronic files for funded projects
- Prepare a variety of reports and submissions to provide status reports
- Provide administrative support to Reaching Home staff
- Ensure ongoing facilities management
- Receive and direct calls from proponents, stakeholders, funders, and others.

You are passionate about ending homelessness and have an in-depth understanding of homelessness and housing, as well as the needs of particularly vulnerable and over-represented populations and the issues affecting many homeless and low-income people. You also possess the following qualifications or an equivalent combination of education and related experience:

- Post-secondary education or training in business administration or equivalent experience
- Knowledge and experience with statistics and spreadsheets
- Experience basic bookkeeping procedures and practices (coding payables etc.)
- Highly developed organizational and records management skills
- Experience in project management
- Ability to compile, organize and disseminate statistical data and maintain accurate records
- Ability to work at an advanced level in a Windows 365 environment including Microsoft Office Suite
- General knowledge of contract administration
- Ability to establish and maintain effective working relationship with staff, external organizations and public.

As EHW is committed to reconciliation and the inclusion of an Indigenous world view, experience with the practice of Indigenous culture, history, knowledge systems, and Indigenous community relationship building practices and protocols is required.

Salary range: \$45,900 to \$53,210 depending on qualifications and experience.

This full-time, permanent position is a unionized position under MGEU Local 439.

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Please forward cover letter and résumé, including the position you are applying for, by **3:00 pm, Monday, March 20, 2023**, directly to: [careers@endhomelessnesswinnipeg.ca](mailto:careers@endhomelessnesswinnipeg.ca)

**As an Indigenous organization, we encourage First Nations, Inuit and Métis applicants to apply.**

We thank all applicants for their interest, but only those selected for an interview will be contacted