

The Jubilee Fund Inc. is an ethical investment fund established as a charity in 2000 by inter-denominational and community partners to raise awareness concerning the interrelated issues of poverty reduction, financial assets and access to credit. The Jubilee Fund provides loan guarantees and bridge financing to not-for-profit organizations and businesses, (co-operatives and social enterprises) to initiate or complete community based projects that reduce poverty and financial exclusion.

JOB TITLE: Program and Event Coordinator (1 year term, 2022)

SALARY: \$40,000

REPORTS TO: Fund Development Manager

MAJOR RESPONSIBILITIES

The Program and Event Coordinator provides support primarily to the Fund Development Manager to achieve the organization's mission, vision and values. Reporting to the Fund Development Manager, the Program and Event Coordinator is responsible for the day-to-day operations of the rent guarantee program for at-risk women, including the building, administration and reporting of the new program. In addition, the position is responsible for the coordination of Jubilee Fund events in partnership with the Fund Development Manager. This includes:

- Act as an ambassador to the Jubilee Fund to promote and cultivate effective collaboration with organizational partners such as program funders and partners
- Coordinate the development and implementation of the pilot rent guarantee program for at-risk women;
- Monitor program expenditures within program budget parameters;
- Set up meetings with prospective and current program clients and partners;
- Follow up with program clients to access and meet individual needs;
- Manage social media account and create original content such as DIY crafts for children;
- Ensure rent guarantee contracts of the Jubilee Fund are in line with the policies set by the Board of Directors;
- Support Fund Development Manager with all aspects of event planning;
- Support Jubilee Fund team with additional duties as required.

QUALIFICATIONS, SKILLS AND ABILITIES

- Fluent in English;
- Post-secondary education in Social work, Administration and/or Event Coordination preferred, or equivalent combination of related education and experience;
- 2+ years of experience in a relational administrative position, in the not-for-profit sector;
- Experience with Microsoft Office;
- Experience in social media management, preferable with Pinterest and Instagram;
- Experience in providing efficient and thorough reports;
- Experience in content creation including blog posts and social media content;
- Creative thinking and problem solving;
- Proven experience in meeting tight timelines;
- Excellent written and verbal communication and collaboration skills;
- Demonstrates a high level of integrity, confidentiality, and accountability;
- Valid Manitoba class 5 drivers license;
- Access to reliable vehicle;
- Understand the needs of at-risk women and understands the issue of domestic violence;
- Knowledge of root causes of poverty.