Program Coordinator Opportunity

The Organization
Realizing Manitoba’s potential to produce protein that is diverse, high-quality, healthy, and increasingly sustainable through a comprehensive Sustainable Protein Strategy, Protein Manitoba has been created by and for stakeholders across all protein sectors in the province. With a goal of becoming a world leader in sustainable protein, this new initiative will fall under the Canadian Manufacturers and Exporters (CME) umbrella and is funded by both levels of government. Manitoba’s food systems are evolving and facing disruption making sustainability both our biggest challenge and greatest opportunity. Protein Manitoba will create economic development opportunities to meet market demands for sustainability.

The Opportunity
Reporting to the Executive Director of Protein Manitoba, this integral position is to serve as the point person for office management duties and maintain coordination of a variety of creative projects and initiatives with a variety of diverse stakeholders and a newly created collaborative team. The Program Coordinator will organize and implement office administration and daily operational tasks to ensure organizational effectiveness, efficiency, and seamless communication. The successful candidate will be an energetic relationship-builder who thrives in a busy, diverse, and changing environment and conducts themselves with a high degree of integrity, professionalism, and poise.

Key Responsibilities
- Act as the first point of contact to inform, engage and assist customers, clients, stakeholders, and relevant staff.
- Provide exceptional internal and external customer service through general administration and support to employees and diverse stakeholder groups.
- Provide administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports.
- Organize office operations and procedures, supporting correspondence, designing filling systems, reviewing supply requisitions, and monitoring clerical functions.
- Identify opportunities for process and office management improvements and standards, and design and implement new systems.
- Track and manage all activities and goals within the Protein Manitoba team and the Manitoba Protein Advantage Strategy, keeping abreast of timelines, milestones, targets, and multiple agendas.
- In collaboration with the CME, manage invoices to secure approval and payments regarding all receipts related to Protein Manitoba.
- In collaboration with the Executive Director, develop a mapping document of the protein ecosystem in alignment with all ten pillars of the Sustainable Protein Strategy for Protein Manitoba.
- Develop and maintain spreadsheets, databases, and distribution lists in an organized and timely manner.
- Prepare accurate and detailed minutes during high level, fast-paced meetings.
- Coordinate all roundtable and implementation team meetings including meeting scheduling, invitations, logistics, follow up activities and report distribution.
- Prepare meeting budgets, request venue and catering and technical services quotes.
- In collaboration with partners, coordinate events such as symposiums, summits, announcements, and events.
- Support team members by organizing travel and hotel arrangements and conference registrations and payments.
- Contribute to the team by accomplishing related results as needed to enhance employee productivity and shared success.

Selection Criteria
- Degree or diploma in business or administration and/or other relevant field, or equivalent experience.
- Track record of three successful years of office administration, management, or coordination experience.
- Excellent administrative skills and ability to manage multiple competing demands.
- Friendly and personable professional, with the ability to connect to a variety of people and with stakeholder groups.
- Effective verbal and written communication skills with the ability to convey messages clearly, concisely, and accurately.
- Demonstrated customer service skills, with a focus on improving relationships, hospitality, and problem-solving.
- High-level of diplomacy in working with external industry, government and academic senior level staff and administration.
- Organized professional with an eye for detail, and capacity to take initiative when required.
- Ability to adjust to changing demands and priorities, to pivot with multiple ongoing demands.
- Engaging, friendly and personable individual with a proactive approach, positive attitude, and an eagerness to learn.
- Curious person with the ability to research information, analyze and interpret patterns and trends through findings.
- Proficient in Microsoft Excel, Word, Teams, Outlook, and other scheduling and related technologies.
- Must have a valid driver’s licence in and access to a vehicle.

To apply send a resume & cover letter to Jen@harrisleadership.com, quoting project #23129.