



Job Title: CHS-MC Office Coordinator & Executive Facilitator

Sector: Non-Profit / Charity

Reports to: Board of Directors, Canadian Hemophilia Society, Manitoba Chapter

Hours: 20 hours per week / \$22.00 per hour

Location: Virtual Office

We are looking for a highly organized, computer proficient, and mission-aligned Office Coordinator to serve as the operational "glue" of our provincial chapter. This isn't just about filing papers; it's about executive integration. You will play a key role in helping the Directors remain present, prepared, and focused on our mission and our people. You will be the first point of contact for member services, community, and healthcare staff, ensuring our communications are handled with wisdom and discretion.

Responsibilities & Duties:

- Oversee daily operations and ensure compliance with non-profit regulations
- Perform bookkeeping duties, manage accounts payable/receivable and assist with budget preparation
- Prepare reports for the board of directors and other committees
- Serve as the point of contact for members and health care providers
- Prepare communications to membership and the general public
- Support the planning and execution of fundraising efforts and educational sessions

Qualifications & Skills

- Experience in office administration, preferably within a nonprofit setting
- Proficiency in Microsoft Office
- Knowledge of accounting principles and financial management



Canadian Hemophilia Society Manitoba Chapter



- Excellent verbal and written communication skills
- Strong attention to detail to manage multiple tasks
- Experience with fundraising is an asset
- Experience with community engagement and partnership building is an asset