

## ProteinMB Initiative

ProteinMB is the collaborative, industry-led implementation of the Manitoba Protein Advantage (MPA) Action Framework for sustainable protein. The framework consists of key interventions and outcomes in the following strategic areas: Sustainable Protein, Workforce, Innovation, Soil, Ecosystems and Biodiversity, Measurement, Monitoring and Verification, Branding, Marketing and Communication, Policy and Infrastructure, Finance, Working Together and Information and Knowledge. The vision is that Manitoba proudly leads Canada and the world as an innovative model for high-value sustainable protein that nurtures and benefits all people, the local environment, and the climate. ProteinMB works together with stakeholders and rightsholders across the entire value chain to implement the strategic areas of sustainable protein. ProteinMB is an initiative of Canadian Manufacturers and Exporters (CME) and funded through the Sustainable Canadian Agricultural Partnership.

## The Opportunity

Reporting to the Managing Director of ProteinMB, 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

- Function as the first point of contact to inform, engage, and assist stakeholders, and relevant employees.
- Provide exceptional internal and external customer service, 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 filing systems, reviewing supply requisitions, and monitoring clerical functions.
- Identify opportunities for office process improvements, standards, and design and implement new systems.
- Coordinate communications content for the ProteinMB website, e-newsletter, and social media.
- In collaboration with partners, coordinate events such as symposiums, summits, and announcements.
- Track all activities and goals within the ProteinMB team and MPA Action Framework, 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 MB.
- Develop and maintain spreadsheets, databases, and distribution lists in an organized and timely manner.
- Prepare accurate and detailed minutes during critical fast-paced meetings.
- Coordinate internal and external meetings including scheduling, invitations, logistics, follow-up activities and report distribution.
- Prepare meeting budgets, request venue and catering and technical services quotes.
- 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 3 successful years of office administration, management, or coordination experience.
- 3 years of experience coordinating communications, including website, e-newsletter, social media, and events.
- 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 license in Manitoba and access to a vehicle.

**To apply send a resume & cover letter to [Jen@harrisleadership.com](mailto:Jen@harrisleadership.com), quoting project #23129.**