

Flatlanders Inn Administrator Job Description

1) Summary:

a) **Title:** Flatlanders Inn Administrator

The Flatlanders Administrator is responsible for five primary areas in Flatlanders Inn: Intake, Landlord, Communication, General Administration & Financial Development. Each is described below.

b) **Hours:** 12 hours / week.

Office hours are flexible but will be regularly scheduled during weekdays.

c) **Term:** Part-time permanent. 3-month probationary period.

d) **Rate:** \$13 / hour increasing to \$15 / hour after 3 month probation.

e) **Supervision:**

A delegated member of the FL Leadership team supervises the FL Administrator. They will meet weekly to discuss priorities and progress.

f) **Flatlanders Inn Mission statement:**

“Flatlanders Inn is a diverse and intentional community that seeks to cultivate a positive, nurturing, and relational place to live for people who want to get their feet back under them.”

Flatlanders Inn is a ministry of Winnipeg Centre Vineyard church, but it’s also much more than a ministry. For those who live there, it is home.

2) Core Competencies & Requirements:

a) Relational, personable, motivated, efficient and organized.

b) Ability to problem-solve, learn new skills and clearly set and communicate priorities.

c) Able to take a task, see all administrative parts, and implement it through to completion in a timely manner.

d) Proficient writing skills.

e) Understanding of the heart and vision of Flatlanders Inn.

- f) Computer skills, including:
 - i) Email (Gmail)
 - ii) Word processing (MS Word)
 - iii) Spreadsheet (Excel)
 - iv) Website management (Wordpress)
 - v) Social Media (Facebook)
 - vi) Typing (35 words/min or higher)

Job Duties:

Below are the five areas involved in the FL Administrator position. The percentages and hourly breakdown are flexible. One week may require more from one area and less from another.

1) INNtake (20%, 2.4 hours / week)

This involves everything from initial inquiry through to move-in. The average person takes about 6 weeks to move in and averages about 5 – 6 hours of administrative work / person.

- a) Arrange appointments/communication with applicants (varied time)
- b) Give tours (30 – 45 mins)
- c) Interview (45 - 60 mins + debrief)
- d) INNtake survey
- e) Recruitment (communication with other social services to promote FL)

2) Landlord (20%, 2.4 hours / week)

This involves all administrative aspects of a member's stay after they have moved in. Assuming the Landlord duties frees the Leadership Team to be supportive to the Transitional members in other ways.

- a) Rent collection
- b) Ongoing communication with renters
- c) Keys (distribution and maintenance)
- d) Eviction notices (under direction of the Leadership Team)

3) Communication (10%, 1.2 hours / week)

This involves all public communication with people who are not in Flatlanders or other agencies. Maintaining the FL public profile.

- a) Website, Facebook
- b) Leadership Team meeting notes
- c) Newsletter
- d) Thank You cards

4) General Administrative Tasks (30%, 3.6 hours / week)

- a) Flatlanders notices/events/organization
- b) Documents (for applying and living at Flats)
- c) Database
- d) Receipts
- e) Invoices
- f) Office supplies
- g) General organization (documents, files, information, resources, etc.)

5) Financial Development (15%, 1.8 hours / week)

This relates to financial aspects of FL beyond rent. These areas are in various stages of development. It includes managing three streams of income:

- a) Flatlanders Studio – booking and managing rentals of the Studio space. FL receives a percentage of all income.
- b) Grants – researching and inquiring about grant possibilities. Grant writing is extra and will be sub-contracted out on a per grant basis.
- c) Coffee Sales – FL has been exploring other ways to make supplemental income. Selling fresh roasted coffee to supporters is one such endeavour.