

MNN's Organizational Structure

Executive Director (ED)

- Supervises staff and independent contractors
- Manages Human Resources
- Creates annual budget and manages adherence to annual/project budgets
- Manages programs and projects
- Writes funding and grant proposals
- Key liaison with Board of Directors
- Key liaison with MLITSD
- Key liaison with community partners
- Coordinates Professional Development opportunities
- Coordinates projects
- Monitors staff adherence to timelines and action plan
- Conducts research
- Coordinates and facilitates LSPC meetings and community partner meetings
- Other duties as outlined in the job description

Bookkeeper (Contracted Professional)

- Generates cheques, direct deposits and EFT's
- Responsible for month end reconciliation
- Manages accounts payable/receivable and payroll
- Enters budget into QB
- Back-up copy of QB saved every month

Administrative Assistant (Part-time staff)

- Assists ED with operational duties as required
- Prepares marketing materials for LBS service providers using Publisher and other software programs
- Key person for website, and social media posts
- Attends and takes minutes for LSPC meetings (English and French)
- Compiles information and prepares reports using MS Word and Excel
- Assists with other administrative duties as outlined in contract

Contract Workers (project based)

- Hired for specific projects and duration, as per purchase service agreement: such as
- Data -analyst
- Project coordinator
- Researcher
- Evaluator
- Assessor
- Community Engagement

