

Job title	<i>Intake Coordinator</i>
Reports to	<i>Executive Director</i>
Location	<i>Office at 90 Terracon Place in Winnipeg</i>
Salary Range	<i>\$24/hour - \$28.50/hour</i>
Closing Date	<i>Friday, December 5, 2025</i>

The Kinship and Foster Family Network of Manitoba (KFFNM) is hiring a part-time (24 hrs/week) Intake Coordinator. KFFNM supports equitable employment practices and promotes representation of designated groups (Indigenous people, persons with disabilities, visible minorities).

This is a preference competition. All applicants are encouraged to apply, however, first consideration for this competition will be given to Indigenous people. Applicants are requested to self-declare at the time of application.

To be considered for this competition, applicants must submit a resume and a cover letter.

KFFNM has a comprehensive benefit package which includes but is not limited to extended health care, health spending account, dental care, vision care, group life insurance.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide a current and satisfactory Criminal Record Check with a Vulnerable Sector Search
- Must provide a current and satisfactory Child Abuse Registry Check.
- Must provide a current and satisfactory Prior Contact Check.
- A valid Manitoba Class 5 driver's license is strongly recommended.

Job purpose

To provide administrative and office support activities for board and staff members. To provide preliminary support to callers on the main phone line.

Duties and responsibilities

KFFNM is a small organization where staff work closely and collaboratively. In addition to the duties listed below, all staff are asked to participate in answering the main phone line, greeting guests who arrive on the premises and other duties as assigned which contribute to supporting colleagues as well as the Mission of KFFNM.

- Triage phone calls and emails and redirect to appropriate program area.
- Provide preliminary screening and support for foster parents seeking support.
- Maintain a record of calls for peer support or people interested in fostering.
- Provide pre-training and follow-up communication to training participants.
- Maintain contact lists.
- Provide support to committees as needed eg. Taking minutes, tech support, scheduling.
- Maintain office supplies.
- Keep office space organized and orderly.
- Directly report to Executive Director weekly.
- Assist the Peer Support Coordinator with tracking Peer Support intakes.
- Maintain database for statistical information.
- Lead committees, as assigned by the Executive Director.
- Provide basic bookkeeping support to the accounting department.
- Administrative duties as assigned.
- Event planning, including event advertising, communications and registrations.

Qualifications

- Previous experience with intake is an asset.
- Strong interpersonal skills.
- Grade 12 education or equivalent.
- Computer literacy with proficiency in Microsoft Office applications and social media.
- Strong organizational skills.
- Work independently and as part of a team.
- Ability to adapt to an ever-changing environment.

Working conditions

This position is in-office but will, at times, require flexible work hours including some evenings and/or weekend work along with provincial travel.

Submit resume and cover letter via email to:

Executive Director
The Kinship and Foster Family Network
Of Manitoba
90 Terracon Place
Winnipeg, MB
R2J 4G7
Phone: 204-940-1280
Email: linda.ens@kffnm.ca

Applicants that are identified as a potential fit will be contacted for an interview.

November 2025