



Employment Posting: *Full-time Administrative Assistant – 6 Month Term Position*

Voices: Manitoba's Youth in Care Network is a rights-based, youth-driven organization that engages, equips, and empowers youth in care, ages 12 to 30, through activities that focus on personal, emotional, and social development. We are under the stewardship of the *Boys and Girls Clubs of Winnipeg*.

The Voices Administrative Assistant will report to the Program Director and is responsible for the efficient operation of the youth in care network. The Administrative Assistant is the first point of contact, responsible for maintaining a welcoming office environment, and responding to inquiries. The Administrative Assistant provides administrative support to staff, and coordinates information. The Administrative Assistant is expected to manage independently with minimal supervision within the scope of assigned duties.

The ideal candidate will have experience working with community based-organizations, demonstrated skills and abilities in office administration and organization. The successful candidate is a creative, energetic, conscientious and detail-oriented individual who enjoys making a difference, being part of a team, and helping youth recognize their potential.

Duties include:

- Answer phones and respond to requests
- Manage the distribution of Voices' resources
- Maintain mailing/email lists and calendars
- Manage Voices' online presence (website, Facebook, Twitter)
- Maintain electronic and hard-copy filing system
- Production and distribution of newsletter, brochures, and posters
- Organize volunteers and resources for events
- Follow-up with participants, guests, and donors after events
- Take minutes at meetings
- Other duties as needed

Experience/Qualifications:

- One or more years of hands-on administrative experience
- Proficient in MS Office (Word, Excel, Publisher), Email, Internet
- Knowledge of standard office equipment (printer, fax, mailer)
- Able to prioritize and manage multiple projects simultaneously
- Strong communication skills, both verbal and written

- Strong organizational skills
- Able to achieve deadlines under pressure
- Reliable and consistent
- Creative and resourceful
- Priority will be given to alumni of care
- A clear Criminal Record Check and Child Abuse Registry Check must be completed prior to employment (valid within 6 months)

Salary range: \$12.50 - \$13 depending on experience

Hours: 8:30am to 4:30pm, Monday to Friday, 6-month term (June 18th to December 31st, 2018)

Please submit your résumé and cover letter by 4pm, Friday, June 8th, 2018:

Program Director

Voices: Manitoba's Youth in Care Network

3rd floor, 61 Juno Street, Winnipeg, MB R3A 1T1

or via email: marie@voices.mb.ca

Voices: Manitoba's Youth in Care Network encourages applications from qualified candidates who reflect the diversity of our province. Only successful applicants will be contacted.