



Employment Posting: Administrative Assistant

Voices: Manitoba's Youth in Care Network is a rights-based, youth-driven organization that engages, equips, and empowers youth in and from 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 at the Network, responsible for maintaining a welcoming office environment, and responding to staff, member and public inquiries. The Administrative Assistant provides administrative support to staff, and coordinates Network 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)

This is a 2-year term.

Salary range: \$11-\$13 depending on experience.

Office Hours: 8:30am to 12:30pm, Monday to Friday

Please submit your résumé and cover letter by 4pm, Friday, September 1st, 2017:

Program Director

Voices: Manitoba's Youth in Care Network

3rd floor, 61 Juno Street

Winnipeg, MB R3A 1T1

Email: marie@voices.mb.ca

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