



MANITOBA ASSOCIATION OF
Friendship Centres
www.friendshipcentres.ca

MAC OFFICE

102 - 150 Henry Avenue
Winnipeg, MB R3B 0J7

(204) 942-6299

The Manitoba Association of Friendship Centres

JOB TITLE: Summer Student – Office Assistant

Reports to: Executive Director

Pay Grade: \$15.00 an hour

ACCOUNTABILITY:

The Summer Student – Administrative Assistant is accountable to and reports directly to the Executive Director or their designate.

DUTIES AND RESPONSIBILITIES:

1. To assist in the support and clerical role to the Executive Director
2. To ensure all correspondence, reports and briefing notes are prepared in proper format, grammar, and to make edits as required.
3. To ensure to respond to all enquires internal and external personnel, and community inquiries are answered in a timely manner.
4. To provide receptionist services at the MAFC office in Winnipeg, process incoming and outgoing mail and emails.
5. Maintain administrative and finance files as per established policies and procedures when required.
6. Cataloguing and scanning of historical documents and media.
7. Other duties as assigned and requested by the Office Manager and/or designate.

STANDARDS OF PERFORMANCE:

Works productively and professionally as a member of the MAFC's team and maintains co-operative working relationship with all MAFC staff and with partners, agencies and clients.

Maintains the strictest of confidence with regards to MAFC clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.

Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.

Demonstrates time management (attendance and punctual) and the ability to prioritize workload efficiently and effectively.

Knowledge and experience with Microsoft Word and Excel programs are preferred.

QUALIFICATIONS:

Young people aged 15 -30 years who are full time students intending to return to their studies in the next school year.

Funding Qualifications, the applicant must be First Nation, Metis or Inuit

And allowed to work in Canada.

Post-Secondary education.

Knowledge of Aboriginal issues and organization in Manitoba

Strong oral and written communication and public relations skills

Problem identification and problem-solving skills.

Experience working within Aboriginal communities, members or with Aboriginal Clients.

To submit your resume for the Summer Student position at the Manitoba Association of Friendship Centres

Email your resume to info@friendshipcentres.ca

Attention: Executive Director.

Position will be posted until it is filled.