

MA MAWI WI CHI ITATA CENTRE, INC

INTERNAL / EXTERNAL EMPLOYMENT OPPORTUNITY

January 14, 2020

Position Title: Youth Program Administrative Assistant
Classification: Permanent Full-Time
Location: Truth and Reconciliation Gathering Place – 445 King Street
Salary: To be negotiated

Background:

The Ma Mawi Wi Chi Itata Centre is currently seeking an individual for the Administrative Assistant position within our Youth Program. As the Administrative Assistant, you will provide administrative support and assistance with processes, program policies that are specific to the development and operation of the Youth Program. The successful candidate will contribute to the day- to- day operations of approximately ten youth programs, co-supervise the Urban Green Team during the summer months and be a part of the supervision team.

Qualifications:

- Administrative certificate or other acceptable combinations of related education and experience may be considered;
 - Knowledge and understanding of the Ma Mawi Wi Chi Itata Centre Youth Programs;
 - Ability to work under demanding conditions;
 - Ability to be proficient in Microsoft Office, specifically Word, Access and Excel programs;
 - Efficient Time management skills;
 - Strong organizational ability;
 - Knowledge and understanding of various filing systems;
 - Proficient experience with minute taking;
 - Independent problem - solving and critical thinking ability;
 - Excellent verbal and written communication skills;
 - Ability to work with collateral agencies;
 - Understanding of Indigenous and Community issues;
 - Knowledgeable and able to work with various age groups;
 - Strong motivational and leadership skills;
 - Be a team player with a keen ability to get along well with others;
 - Must be able to work some evenings or weekends;
 - A valid Manitoba Driver's License would be considered an asset;
 - Must provide a current Criminal Record Check and Child Abuse Registry.
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Closing Date:

All letters of interest and resumes must be received no later than **4:00 p.m., January 21, 2020**

Attention: Jacqueline Trout
Human Resources Assistant
Ma Mawi Wi Chi Itata Centre, Inc
350-200 Alpine Way
Headingley, Manitoba R4H 0B7
Fax # 204-946-5042 or HR@mamawi.com