



2018 Order of MB Recipient

# Administrative Assistant – Job Posting

## Are you ready for job like no other?

West Broadway Youth Outreach (WBYO) is a non-profit organization, located in the heart of Winnipeg's inner-city. WBYO strives to give equal opportunities to all Winnipeg youth, in achieving their infinite potential.

## The Position:

**Job Title:** Administration Assistant

**Job-Type:** Full-time (35 hrs/week), 24 month term with possible extension

**Salary:** Starting at \$17/hr

## Position Overview:

Reporting to the Executive Director, the Director's Assistant is responsible for assisting in the day to day management of the program, including administrative tasks and program facilitation. The successful candidate will demonstrate a strong awareness of and commitment to agency policies and procedures, while communicating if there are any barriers preventing you from performing your job as effectively as expected.

## Key Accountabilities (job functions include but are not limited to):

- Keeping correspondence with parents, volunteers, Board of Directors, funders, donors, the general public, and any other interested parties regarding information/queries about the program
- Assisting with special events, fundraisers and, programs.
- Collaboration with other staff in completing general WBYO administrative tasks, organizing major fundraisers, supporting program coordinators and volunteers during program times and the day-to-day maintenance of the center.
- The Director's Assistant will also work alongside the Development in keeping accurate and up to date statistics including attendance, donations/thank you letters, expenses, staff hours, incidents, etc

## Qualifications:

Candidate must be flexible with setting days/times except for when there are time sensitive responsibilities or events. Weekends and evenings may be required. The successful candidate comes with attributes of being:

- Exemplary written, interpersonal and communication skills
- Ability to work collaboratively with various stakeholders (internal and external)
- Strong organizational skills and the ability to juggle multiple timelines and deadlines.
- Consistent, reliable and detail-oriented
- Capacity and drive for innovation, critical thinking and problem solving
- Research and analytical skills
- Strong sense of accountability, commitment towards outcomes and ability to work in a results-oriented culture.

We invite all persons interested to apply. Please send a **cover letter and resume** to [wbyokidz@gmail.com](mailto:wbyokidz@gmail.com) We will contact only those being considered for an interview