



2018 Order of MB Recipient

Director's Assistant

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-Type: Full-time (35 hrs/week), 24 month term with possible extension **Salary:** starting at \$14/hr
Commences: Once a suitable candidate is found

West Broadway Youth Outreach is searching for a full time Director's Assistant. The Director's Assistant is responsible for assisting in the day to day management of the program, including administrative tasks and program facilitation. The Director's Assistant will be accountable for keeping correspondence with parents, volunteers, Board of Directors, funders, donors, the general public, and any other interested parties regarding information/queries about the program; employee management, overseeing the communications and marketing of the organization; assisting with special events, fundraisers and, programs. The Director's Assistant will work along side the Volunteer Coordinator 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 Reporting to the Director, 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.

Candidate must be flexible with setting days/times except for when there are time sensitive responsibilities or events.

Weekends or other days of the week dependent on calendar of events.

Successful applicants will be able to balance administrative tasks while engaging with the most incredible group of kids and volunteers! The successful candidate comes with attributes of being:

- Hardworking
- Energetic and reliable
- Fun Loving
- Organized
- Ability to work assertively and independently
- Excellent communication skills
- Adept with interpersonal skills

Assets:

Currently Enrolled in High School/University/College or have a degree/diploma in a related field (Education, Child Care, Recreation, Psychology, Social Work, Sociology etc..)

Class 5 Driver's License

First Aid CPR

Non-Violent Crisis Intervention Certification

Knowledge of Inner-City Issues

Experience living in the West Broadway area

We invite all persons interested to apply. Please send a cover letter and resume to the email address listed on www.westbroadwayyouthoutreach.com We will contact only those being considered for an interview.