



United Way
Winnipeg

for a better Winnipeg

Administrative Assistant

Job Number:

12

Department:

Community Impact

Job Type:

Full Time

Close Date:

06/01/2018

**Professional
Areas:**

Career Opportunities

Description:

Do you want to join United Way Winnipeg and contribute to a better Winnipeg?

The Community Impact (CI) department leads United Way Winnipeg's (UWW) work in the community. This work includes stewarding UWW investments in the essential network of agencies and services for all Winnipeggers; leading organizational strategic initiatives, including research and evaluation activities to ensure we have our pulse on community needs and outcomes; facilitating engagement programs that connect Winnipeggers to community needs; and leading our work in collective impact and sector engagement.

As part of this team and a member of Unifor Local 191, delivering general administrative support to the CI department and UWW overall, the Administrative Assistant will specifically:

- Support the day-to-day administration of programs in our Non-Profit Learning Centre
- Deliver general administrative support including word processing, preparation of routine correspondence, as well as formatting and producing materials and correspondence
- Give administrative support to committees and sub-committees as assigned, including scheduling, securing space and resources, food/beverage arrangements, attendance tracking, and material preparation
- Update and maintain accurate and complete data files and records
- Assist in the preparation and distribution of reports and materials, including large mailings
- Participate in regular department or team meetings

- Undertake special projects as required
- Assist others in the organization by completing other duties as assigned, such as switch board relief and general kitchen duties
- Work as a team with all members of the organization on events and/or special projects
- Provide other administrative support as required

You are a detail-orientated, results-driven team player who is customer-service focused and possesses the following attributes:

- An administrative assistant or office administration certificate/diploma and two years of related experience (or an equivalent combination of education and experience)
- Strong aptitude for technology with experience using Microsoft Office and other administrative software
- Exceptional organizational and strong interpersonal skills
- Respectful of confidentiality
- Ability to learn and thrive in a dynamic, fast-paced, changing environment and manage several tasks simultaneously
- Capacity to work independently and as part of a team, to take initiative and demonstrate imagination and resourcefulness

To apply, please visit our website at <https://unitedwaywinnipeg.ca/careers/>