



Louis Riel Institute



As an affiliate of the Manitoba Metis Federation, the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill one **Full-time Executive Assistant/Human Resource Administrator** position located in **Winnipeg, MB. This is an 18-month term position.**

Remuneration is dependant on qualifications and experience.

Executive Assistant/ Human Resource Administrator

Reporting to the Executive Director, the Executive Assistant will perform difficult-to-complex administrative activities related to marketing and promotions of services, and discretionary activities that serve to support effective business operations. Duties will include coordination of Board of Directors and all other meetings, endowment fund reports and renewals, updating all business reports and website and promotional materials, payroll administration, pension and benefit reporting, and maintenance of Human Resources files.

Education, Skills and Qualifications:

- Business Administration degree or acceptable previous business experience
- Strong administrative, organizational, communication and writing skills
- Excellent knowledge of Microsoft Word, Excel, and Outlook
- Excellent interpersonal, communication, organizational and writing skills
- Extensive experience in drafting correspondence and preparing reports
- Ability to work independently and as a team member
- Ability to establish work priorities and ensure deadlines are met and procedures are followed
- Knowledge of Metis Culture
- Experience with Boards and Non-profit organizations would be an asset
- Project management would be an asset
- Acceptable Criminal Records check and Child Abuse Registry check

Qualified Indigenous applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Please forward cover letter and resume, no later than May 31, 2019 to:

**Louis Riel Institute
103-150 Henry Avenue
Winnipeg, Manitoba R3B 0J7
Fax: (204) 984-9484
Email: lrihr@mmf.mb.ca**