

Job Description: Administrative Assistant

Updated: October 2023

Overview

Manitoba Association of Watersheds (MAW) is a registered charitable organization that supports Manitoba's 14 watershed districts in protecting our water, land, habitat, and climate. Our vision is to enable all stakeholders to enhance our environment for future generations by supporting sustainable management practices. We do so by supporting the watershed districts through advocacy, communications, administration of joint funding projects, and more.

MAW is hiring a full-time Administrative Assistant to work out of our Winnipeg office. This role is ideal for a detail-oriented administrator to support the intake of multiple funding applications and disbursement of funds to partners and producers for MAW's joint funding projects, while support general office operations. Reporting to the Executive Director, the focus of this role is to support establishment of systems and increase efficiencies in financial and administrative management of the association.

The position will start as soon as possible and run to June 30, 2024, subject to continued funding, strong performance, and any changes in the skillset needed.

Qualifications

- Exceptional attention to detail
- Strong time-management and organizational skills
- Ability to adapt and manage multiple projects and deadlines within a fast-paced environment
- Solid working knowledge of Microsoft Office, including Excel, Word, PowerPoint, Teams, and SharePoint Completion of post-secondary in communications, marketing or business required
- Demonstrated oral and written communications skills
- Strong administrative skills with the ability to plan, develop and implement, effective processes and track results
- Experience with preparing and monitoring budgets, and financial reporting
- Strong relationship building skills with an ability to impact and influence at all levels
- Assist in developing and organizing workshops, meetings, ceremonies and other events for publicity, fundraising and information purposes.
- Experience with Quickbooks Online, Xero, Mail Chimp, SquareSpace is an asset.
- Experience working in a non-profit or charitable organization is an asset.

The position will work from MAW's Winnipeg office which is open Monday-Friday, 8:30am - 4:30pm. There will be occasional travel throughout the province. Driver's license is required.

Please submit your resume and cover letter to office@manitobawatersheds.org by 4:30pm October 27, 2023. Only candidates being considered for interviews will be contacted.