



EMPLOYMENT OPPORTUNITY

MANITOBA ABORIGINAL SPORTS & RECREATION COUNCIL (MASRC)

is seeking a dynamic individual for the part time position (10-15 hours/week) of

Administration Assistant

Reporting to the Executive Director, the candidate will be responsible for assisting and supporting MASRC staff with administrative duties as needed for a number of programs and special events. In addition, the candidate will manage the organization/volunteer/athlete database and other duties as assigned.

QUALIFICATIONS

- A minimum of two (2) years experience in an office setting or in a non-profit sector;
- Ability to work independently as well as part of a team and possess strong written, interpersonal, organizational and creative thinking skills;
- Ability to prioritize and manage multiple tasks;
- Proficiency in Microsoft Office (MS Word and MS Excel, in particular)
- Proven ability to complete tasks within specified time frames;
- Valid Driver's License is an asset.

Preference will be given to those of Aboriginal descent

Resumes should indicate past experience, educational qualifications and salary expectations. Send in confidence to:

Executive Director

Manitoba Aboriginal Sports & Recreation Council

105-145 Pacific Ave.

Winnipeg, Manitoba R3B 2Z6

Email: melwhitesell@sportmanitoba.ca

Fax: (204) 925-5716

Resumes must be received before 4:30 pm **Friday January 26, 2018**

Only those who will be interviewed will be notified.