



## Employment Opportunity: Executive Support Specialist

Wahbung Abinoonjiiag is a domestic violence prevention, healing and crisis center, established in 1994 to empower children and their families to end the cycle of violence. Wahbung Abinoonjiiag "Children of Tomorrow" is an Indigenous organization, providing opportunities for holistic healing through culturally-relevant teachings, programs, advocacy and counselling.

### Background:

Under the direction of the Executive Director and with support from of the Manager of Programs and Administration and the Manager of Housing and Emergency Shelter, the Executive Support Specialist functions as a member of the Management team. The Executive Support Specialist is responsible to support the day-to-day and administrative support for the Management Team; coordination of outreach and community engagement efforts; and, assisting with administration and office management, recordkeeping, minute taking, data entry, correspondence and file management, transcribing, and knowledge of budgets for programs. The role will provide support to the Executive Director and will provide board support as requested by the board and/or directed by the Executive Director as well as research, support, and coordination of special projects as directed by the Executive Director. The Executive Support Specialist will work both independently and within a team setting while ensuring efficiency, productivity and collaboration for the execution of program and service delivery. The Executive Support Specialist will contribute to building successful working relationships with families and community maintaining the integrity, philosophy and values of the organization.

### Roles and Responsibilities:

#### MANAGEMENT TEAM SUPPORT

- Assists Executive Director and management team to prepare and complete reporting requirements of funders;
- Assists Executive Director and management team with written correspondence and other administrative tasks as required;
- Assists with the coordination of staff meetings, training sessions or courses both within and outside of the organization;
- Support organizational programs and services as requested by the Executive Director;
- Attends and participates, as requested, in the development of workshops, information session or other activities both within the organization and in the community;
- Supports Executive Director and management team in the development and revision of personnel policies and other policies/procedure manuals (as required);
- Work with the Management Team to ensure all safety procedures, policies and protocols are adequately met and updated on a regular basis;



# Wahbung Abinoonjiiag Inc. | Children of Tomorrow

Address: 225 Dufferin Avenue | Winnipeg, MB | R2W 5N7

Phone: (204) 925-4610 | Fax: (204) 582-9508 | Email: [info@wahbung.org](mailto:info@wahbung.org)

Website: [www.wahbung.org](http://www.wahbung.org) | Social Media: @wahbung225   

- Collaborate with the Management Team to lead community outreach and engagement activities (social media, community presentations/tours and media relations); and,
- Collaborate with the Management Team to support building operations and property management.

## BOARD SUPPORT

- Attends and provides support for all staff/board meetings and records minutes;
- Distributes all board committee action items to board of directors and ensures that committee meeting minutes and general board meeting minutes are distributed to the board one week before board meeting for their review;
- Maintain accurate board records;
- Prepares documents for board meetings and the annual general meeting; and,
- Coordinates activities and requirements for the annual general meeting.

## SPECIAL PROJECTS

- Responsible for managing special projects, developing processes, preparing written material, organizing consultations and presentations with various stakeholders, synthesizing input and feedback from multiple sources, providing support for meetings, and collating information; and,
- Take on new tasks or projects including undertaking research on a wide variety of issues and topics within Indigenous knowledges and ways of being.

## GENERAL RESPONSIBILITIES

- Responsible for attending or hosting meetings pertaining to the position and community coalitions/committees;
- Maintain an awareness of available resources in the community and support the organization to develop relationships with other resource persons in the community;
- Support program coordinators and team leads meetings to implement programming;
- Foster a safe and supportive environment for staff, volunteers and community;
- Provide support for special events, meetings and external events in centre;
- Work collaboratively and build respectful and effective relationships with other staff, volunteers and families;
- Provide support for administrative duties as needed; and,
- Other duties as assigned.

## Qualifications:

- Acceptable combination of education and work experience related to the position, degree or certification considered an asset;
- Knowledge and experience of community-based programming in particular programming for children, youth, women and families who have experienced or witnessed domestic violence;



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- Experience working in community-based organizations, family resource centres within the inner city and/or Indigenous communities in a not-for-profit setting;
- Proven knowledge and ability in critical thinking, decision-making, problem-solving and conflict resolution skills;
- Ability to motivate and support a healthy staff team;
- Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous children and families;
- Proven ability to work within and lead a team environment with respect, professionalism, cooperation, sensitivity and cultural awareness;
- Strong community engagement, networking and partnership skills;
- Strong verbal and written communication skills with demonstrated skills and accuracy in Microsoft Suite and G Suite.
- Excellent organizational, leadership and time management skills; and,
- Valid driver's license and the ability to travel is a requirement.

## Salary:

Contingent on experience/qualifications

## Hours of Work:

Full-Time Term Position, 37.5 hours per week until March 31, 2023. Must be available days, evenings and occasional weekends.

## Deadline to Apply:

Friday, August 12, 2022 at 4pm

Please send your resume and cover letter (clearly identifying which position title you are apply for) to:

Wahbung Abinoonjiiag Inc.  
Attention: Selection Committee  
Mail: 225 Dufferin Avenue Winnipeg, MB R2W 5N7  
Email: [hrwahbung@gmail.com](mailto:hrwahbung@gmail.com)

*Preference will be given to individuals that self-identify as Indigenous. The successful candidate will be subject to provide a current criminal record and child abuse registry check. Wahbung Abinoonjiiag Inc. would like to thank all applicants for their interest; only those selected for an interview will be contacted.*