



Job Description: Administrative Specialist

Wahbung Abinoonjiiag Inc. is a non-profit organization that offers programming and services to empower children, youth and families to end the cycle of violence through holistic healing and Indigenous teachings and activities.

Background:

Under the direction of the Executive Director, Manager of Housing and Emergency Shelter, and the Manager of Operations, the Administrative Specialist functions as a member of the Management team. The Administrative Specialist is responsible to support the day-to-day administrative support for the Management Team, coordination of outreach and community engagement efforts through assisting in calendar management for the Executive Director and Manager, Housing & Emergency Shelter, recordkeeping, minute taking, data entry, correspondence, file management, and knowledge of budgets for programs. The Administrative Specialist will work both independently and within a team setting while ensuring efficiency, productivity and collaboration for the execution of program delivery. The Administrative Specialist will provide mentorship of front-line staff and volunteers, while building successful working relationships with families and 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 the Executive Director and Manager, Housing & Emergency Shelter with calendar management;
- Assists Executive Director and management team with written correspondence and other administrative tasks as required;
- Assists with the coordination of staff meetings, training opportunities or courses both within and outside of the organization;
- Support organizational programs & services as requested by the Executive Director and Manager, Housing & Emergency Shelter;
- Attends and participate, as requested, in the development of workshops, information session or other activities both within the organization and in the community;
- Work with the Management Team to ensure all safety procedures, policies and protocols are adequately met and updated on a regular basis;
- Collaborate with the Management Team to lead community outreach and engagement activities (social media, community presentations/tours and media relations);
- Collaborate with the Management Team to support building operations and property management;
- Data management for the Manager, Housing and Emergency Shelter.

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;



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

Website: www.wahbung.org | Social Media: @wahbung225 BAV

- 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; and,
- Provide support for administrative duties as needed;

Qualifications:

- A valid driver's license; and the ability to travel is a requirement
- A minimum of 5 previous years of administrative experience. Acceptable combination of education and work experience related to the position, degree or certification considered an asset;
- Knowledge of data management using Excel;
- Knowledge and experience of community-based programming in particular programming for children, youth, women and families who have experienced or witnessed domestic violence;
- 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;
- 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 365.
- Excellent organizational, leadership and time management skills; and,

Salary:

Contingent on experience/qualifications

Hours of Work:

Full-Time Term Position, 37.5 hours per week until March 31, 2025. Must be available days, evenings and occasional weekends.

Deadline to Apply:

April 4, 2024

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: mgrops@wahbung.org

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.