



MANITOBA MOON VOICES INC.

Member of the Native Women's Association of Canada

Administrative Assistant

Job Posting: Administrative Assistant

Opening Date: June 2, 2022

Closing Date: June 16, 2022

Job Type: Fulltime

Salary: DOQ

Manitoba Moon Voices Inc. (MMVI) is a not-for-profit organization that enhances, promotes, and fosters the social, economic, cultural, and political well-being of First Nations, Inuit, and Métis women, girls, and gender diverse individuals within Manitoba.

MMVI is seeking a professional, hard-working Administrative Assistant to join our team. Reporting to the Executive Director, the Administrative Assistant is responsible for coordinating and maintaining smooth office operations, which includes reception, clerical, purchasing, and bookkeeping duties.

The Administrative Assistant supports the Executive Director, Board of Directors, and staff by preparing reports, minutes, memos and documents as well as maintaining accurate membership and database information. The Administrative Assistant will represent MMVI professionally, greeting members, supplies, partners, and staff in a friendly, welcoming manner. The Administrative Assistant works to promote MMVI's mission, vision, and strategic plan, while embodying MMVI's Code of Honour.

The position is best suited for an independent worker who thrives in a support capacity and enjoys working within a small team.

The Administrative Assistant will have the following qualifications, skills, and experience:

Qualifications

- Administrative Assistant Certificate or combination of experience and education;
- proficiency in the use of desktop computers, voice messaging systems, fax machine, photocopier, and smart board;
- proficiency in the use of Microsoft 365 for word processing, database management, and creation of spread sheets;
- proficiency in Microsoft Outlook, or other email software;
- satisfactory Criminal Record check, Child Abuse Registry and Adult Abuse Registry check;
- excellent interpersonal, written, and verbal communication skills and strong organizational skills;
- strong organizational and problem-solving skills;
- experience in bookkeeping and the use of SAGE Accounting software;
- experience with Zoom and other online virtual meeting platforms;
- knowledge and understanding of the Indigenous Women's and 2SLGBTQQIA sectors in Manitoba;
- knowledge and understanding of the diversity of cultural/spiritual practices of Indigenous women, girls, and gender diverse individuals;

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- experience working within Manitoba's Indigenous and 2Spirit/Indigenous LGBTQIA+ communities is an asset; and
- fluency in an Indigenous language and knowledge of cultural teachings and ceremonies is an asset.

How to Apply:

Please submit your application to shoskie@mmvi.ca by June 16, 2022. Your résumé and cover letter must clearly illustrate how you meet the qualifications, skills, and experience requirements. Only those being invited to an interview will be contacted.

Please note, preference will be given to qualified Indigenous women and gender diverse applicants, in keeping with the stated goals of the organization. Individuals from minority or Indigenous groups and persons with disabilities are encouraged to self-declare in their cover letter.