

IMMIGRANT CENTRE MANITOBA INC.

JOB POSTING
EXECUTIVE ASSISTANT
1 POSITION

Terms of Employment: Full-Time (35 hours per week) permanent, starting Monday, January 2nd, 2019

Hours of Work: Monday to Friday, 8.30a.m. to 4.30p.m with the occasional evening or weekend shift.

This is not a unionized position.

THE ORGANIZATION

The Immigrant Centre Manitoba Inc., is a non-profit organization that provides quality and innovative Immigrant Settlement Services to newcomers to Manitoba.

POSITION SUMMARY

Under the general direction of the Chief Executive Officer (CEO) the Executive Assistant plays a key role in assisting in the delivery of effective administrative operations for the Immigrant Centre, participating as a proactive member of the Internal Services team, and ensuring effective human resource support for the Immigrant Centre

RESPONSIBILITIES

Ensuring effective administrative operations for the Immigrant Centre

1. Assists in the development of proposals and presentation materials in conjunction with the CEO
2. Facilitates the coordination of board, committee and ad hoc meetings and confirms attendance
3. Coordinates Immigrant Centre events
4. Ensures appropriate materials are provided for all board/committee/organizational meetings
5. Coordinates and facilitates the booking of IC facilities, materials and refreshments
6. Maintains an up-to-date executive data base of board and staff members, current and past
7. Records, distributes, and files all board, annual, and IC staff/management meeting related materials
8. Handles the day to day operations of the IC
9. Ensures that all client information files are maintained in a confidential manner and disposed of in a secure fashion
10. Stays current with daily activities (website) and service delivery requirements

#2 Participating as a proactive member of the Internal Services team

1. Manages Immigrant Centre's communications
2. Assists in identifying gaps and issues in the delivery of Immigrant Centre services
3. Assists in short and long term planning
4. Works collaboratively as a team member on information updates, problem resolutions on an ongoing basis
5. Maintains positive relationships with key stakeholders

6. Participates actively in professional development opportunities
7. Ensures effective two way communication between Internal Services and Immigrant Centre
8. Conducts relevant research
9. Assists in writing budget and grant proposals and assists in developing reports

#3 Ensuring effective human resource support for the IC

1. Assists in the hiring process E.g. Internal/external job postings, interview schedules
2. Assists in human resource documentation in conjunction with CEO with accounting assistance
3. Coordinates practicum student placements

QUALIFICATION REQUIREMENTS

1. Post-secondary degree in business administration, human resources, social sciences, or equivalent
2. Two years of experience in a similar position
3. Knowledge and experience with diverse cultures
4. Knowledge and experience with documentation, research and evaluation.
5. Experience with grant and report writing and with maintenance of files and records.
6. Excellent written and oral communications skills and team building abilities
7. Communications experience including editing, development of promotional materials, managing social media accounts, etc.
8. Proven ability to multi-task and to identify areas in administration that require changes
9. Familiarity with community resources, particularly resources for newcomers
10. Exceptional computer skills, proficient in Microsoft Office Suite

BENEFITS

- Health benefits through Great West-Life (after 6 months of employment)
- Pension Plan
- Generous holiday benefits
- Professional Development Allowance

As an organization providing services to newcomers, we embrace diversity in our workplace. Women, visible minorities and individuals with disabilities are encouraged to apply.

TO APPLY

Please send your cover letter and resume to Jessica Praznik, Executive Assistant, at jpraznik@icmaniotba.com (Please include "Executive Assistant" in the subject line)

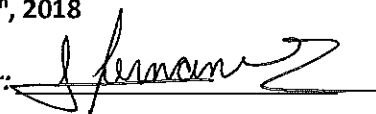
CLOSING DATE

This position will be posted until Friday, December 7th at 12:00pm.

No phone calls please. We thank all applicants; however only those selected for an interview will be contacted.

Date of November 30th, 2018

Chief Executive Officer:



Union Rep:

