

**MA MAWI WI CHI ITATA CENTRE
EXTERNAL EMPLOYMENT OPPORTUNITY / COMPETITION**

November 28, 2018

Position Title: Administrative Assistant
Classification: Six Month Full-Time Term Position
Location: Isobel's Place
Salary: Subject to Qualifications

Background:

The Ma Mawi Wi Chi Itata Centre is currently seeking an administrative assistant for a six-month, full-time term with Isobel's Place. Isobel's Place strives to provide a nurturing and safe environment for pregnant adolescent parents to acquire skills necessary to make informed decisions and healthy choices for themselves and their children. Programming is designed to build on the capacities of children, parent, family and community through providing interactive learning experiences.

As the Administrative Assistant you will provide administrative support and assistance with process, program policies specific to the operation of Isobel's Place

Qualifications:

- Knowledge of the practices of the Centre;
 - Must have patience and understanding with residents and babies;
 - Must adhere to the strictest of Confidentiality Policies;
 - Strong written/keyboarding skills;
 - Microsoft Word and Excel program knowledgeable;
 - Understanding and ability to document Financial Records;
 - Strong organizational skills;
 - Must be willing to assist staff with process;
 - Must be willing to be a team player;
 - Must be willing to prioritize and accommodate group process;
 - Ability to set and meet deadlines;
 - Ability to work under stressful situations;
 - Must have a valid Manitoba driver's license;
 - Must provide current Police and Child Abuse Registry checks.
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All letters of interest and Resumes must be received no later than 4:00p.m December 5, 2018

Attention:

Jacqueline Trout
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