



BROADWAY NEIGHBOURHOOD CENTRE

SERVING "YOUR" COMMUNITY

PH: 204-772-9253 FAX: 204-786-2653 185 YOUNG STREET, WINNIPEG, MB. R3C 1Y8

EMPLOYMENT POSTING: EXECUTIVE ASSISTANT

Broadway Neighbourhood Centre (BNC) is looking for an energetic and creative Executive Assistant.

The Executive Assistant will report to the Executive Director and will be responsible for enhancing the ED's effectiveness by providing information management support, Human Resources duties, budgets, and programming grants and reports.

The ideal candidate will have experience working with community-based organizations, demonstrated skills and abilities in budgeting, Microsoft Office, and human resources management.

RESPONSIBILITIES:

Financial Management

- Create and stay on budget for multiple programs
- Work with accountant to make core annual budget and year-end
- Petty cash management
- Cheque requisitions management
- Manage bank account
- Pay bills

Human Resources Management

- Payroll bi-weekly
- Hire, recruit, and train new youth staff when necessary
- Benefits manager
- Schedule programming staff
- Manage programs

Board of Director Liaison

- Set up and attend Board meetings
- Take minutes and distribute
- Plan and organize AGM
- Create Annual Report
- Communicate with the board on a regular basis

Community

- Work with existing partnerships in the community and garner new ones
- Represent BNC at external youth-serving committees/tables

Administrative

- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Apply for grants and prepare reports for funders



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- Provides historical reference by developing and utilizing filing and retrieval systems
- Maintains office supplies inventory
- Information data management
- Manage social media accounts and website
- Welcome guests by greeting them, in person or on the telephone; answering or directing inquiries

MUST HAVE QUALIFICATIONS:

- Complete Grade 12 or equivalent
- Valid and clean full Class 5 driver's license
- Demonstrated abilities using Microsoft Office
- Demonstrated organization skills

TERM: Permanent

HOURS: 30 – 40 hours/week

STARTING SALARY: \$20 per hour

SUBMIT RESUME AND COVERLETTER TO:

**The Broadway Neighbourhood Centre
185 Young Street
Winnipeg, MB R3C 1Y8**

Email: spatch600@gmail.com

BNC would like to encourage applications from qualified candidates.

Only Successful applicants will be contacted.