

SEED Winnipeg is seeking a dedicated professional to join our Administrative Team, to play a key role in providing high-level administrative support and coordination to the Policy and the Executive teams. The ideal candidate will be exceptionally organized, an excellent writer, and have strong critical thinking skills.

## About SEED

SEED Winnipeg envisions a world where opportunities exist for all people and communities to realize their hopes. Our mission is to build strong communities and increase opportunities for people through financial empowerment programs and services.

## What We Offer

You will have the opportunity to work in a participatory and collaborative work environment. You will be able to apply your skills to advance SEED's mission of enhancing economic opportunities for Manitobans living on low levels of income. SEED provides comprehensive benefits, progressive personnel policies, opportunities for paid professional development, and encourages all staff to have a healthy work-life balance. The salary range for this position begins at \$47,100. Salary will be commensurate with qualifications and experience.

## Key Responsibilities

- **Administrative Support:** Provide day-to-day administrative assistance, including taking meeting minutes, scheduling meetings, and maintaining calendars for policy, program, and executive teams.
- **Research & Policy Briefs:** Support the development of policy briefs, through research, summarizing information, and editing.
- **Board Support:** Assist with board-related activities, including coordinating meetings, preparing materials, and supporting board committees with the development and implementation of work plans.
- **Proposals & Reports:** Support the development of proposals and reports by managing deadlines, gathering materials, and editing documents.
- **Event Organization:** Administrative support and organization of community forums, consultations, focus groups, and training sessions.

## Qualifications

- Previous experience in a policy-related administrative support role or an academic background
- Exceptional writing and editing skills
- Experience with research projects and knowledge of policy and systems change initiatives
- Excellent problem-solving and analytical skills
- Exceptional communication and interpersonal skills
- Understanding of the ongoing impacts of colonization
- Strong organizational skills, including the ability to develop and adapt administrative systems, manage multiple projects simultaneously, and prioritize effectively
- Demonstrate initiative and the ability to work independently
- Have strong conflict resolution skills and be a demonstrated team player
- Have the ability to work effectively with individuals from diverse backgrounds
- Be proficient with Microsoft Office and other Windows applications
- Type 60 w.p.m. and have excellent attention to detail
- Be reliable and punctual
- Be able to work occasional evenings and weekends
- Experience creating and managing social media content is an asset
- Good working relationships with organizations serving low-income and inner-city communities is an asset

## To Apply

SEED Winnipeg has a comprehensive diversity statement and is an equal opportunity employer. We value candidates who have lived experience living on a low level of income. We encourage candidates to self-identify in their cover letters.

**Applicants should send a cover letter and resume to [info@seedwinnipeg.ca](mailto:info@seedwinnipeg.ca) by Monday March 17<sup>th</sup>, at noon.** Applicants should provide detail on how they meet the criteria for this position in their cover letter and resume.

While SEED appreciates all applications, only applicants selected for an interview will be contacted.

For more information about SEED, visit [www.seedwinnipeg.ca](http://www.seedwinnipeg.ca).