



Full-time

Location: SRRWD Steinbach office

Hours per week: Monday - Friday 8:30 am - 4:00 pm (35 hrs/wk)

Wage: \$36,000 - \$42,000

Deadline: April 15, 2022

Submit cover letter and resume to: info@srrwd.ca

Responsibilities/Duties

- Reporting to the SRRWD Manager
- Coordinate sub-district and board meetings along with other SRRWD events
- Support day to day operations of office: receptionist duties, organizing office maintenance, gathering quotes for SRRWD purchases
- Maintain email lists and provide communication products to SRRWD members, RM partners, funders and public.
- Support Manager and Bookkeeper with preparing and monitoring budgets, and financial reporting
- Support the intake of multiple grant applications and help with grant administration.
- Update and keep staff aware of all new and existing health and safety protocols
- Updating website and social media
- Other duties as required

Qualifications/Skills:

- Exceptional attention to detail
- Strong time-management and organizational skills
- Solid working knowledge of Microsoft Office, including Excel, Word, and PowerPoint
- Demonstrated oral and written communication skills
- Experience working for or being a part of a board of directors
- Experience working with/in; non-profit organizations, municipal governments, and provincial governments
- Experience with preparing and monitoring budgets, and financial reporting

Compensation is commensurate with experience. Benefits will be available upon completion of probationary period.

APPLICANTS SHOULD SUBMIT RESUMES TO:

Seine Rat River Watershed District
154 Friesen Avenue
Steinbach MB R5G 0T5
Phone: 204-326-1030
Email: info@srrwd.ca

We thank all who apply, but only those selected for an interview will be contacted.