



**Join Our Team!**



## **Executive and Board Administrator (25 hours/week)**

Administration Branch, 3550 Portage Avenue

For 140 years the YMCA-YWCA of Winnipeg has been at the heart of communities in Winnipeg – helping people of all backgrounds, ages and abilities live engaging, more rewarding lives.

We're an inclusive, charitable organization that is committed to nurturing the potential of children, teens and young adults, promoting healthy living and fostering a sense of social responsibility.

### **The job**

The Administrator provides support to the CEO, Board of Directors, and Senior Leadership Team.

- ✓ Prepare and distribute Board materials
- ✓ Develop policy position papers and other correspondence
- ✓ Take Board and Committee meeting minutes
- ✓ Maintain calendars, organize records, and provide administrative support
- ✓ Plan events such as AGM, fundraising events, and workshops
- ✓ On-board and orient new Board Directors.

### **Are you the right fit?**

You are a professional executive administrator who likes to have fun and get the job done!

- ✓ 2+ years' experience in policy and/or program analysis, written communication, planning, and administration
- ✓ Able to navigate complex systems and problem solve
- ✓ Strong computer skills (MS Office) and able to learn new systems quickly
- ✓ Able to keep all matters confidential

### **Why work at the Y?**

- ✓ Benefits – plus, we pay your health and dental premiums
- ✓ Vacation entitlement that increases with years of service
- ✓ Complimentary individual membership
- ✓ 5% employer-matching pension plan

**If you want to work with great people and make a difference, then the Y is the place for you!**

*The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks. We also are committed to providing an inclusive environment where diversity is welcomed and encouraged. If you require accommodation during any part of the recruitment or selection process, please don't hesitate to reach out. This includes providing you with alternate formats of this posting. We thank you for your interest; however, only candidates selected for an interview will be contacted.*

*If you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully immunized against COVID-19 or have a valid exemption.*

**CANADA'S BEST EMPLOYERS**

**Forbes 2022**

POWERED BY STATISTA

**Submit your cover letter and resume by 4:30 pm, September 23, 2022 to:**

Cordella Friesen  
President & CEO

[cordella.friesen@ymanitoba.ca](mailto:cordella.friesen@ymanitoba.ca)

