



Job Posting - EHW 2025-008

Term to March 31, 2028

(with the possibility of extension or becoming permanent)

Administration Assistant 2

Under the direction of the Senior Director Strategy and Impact, the Administration Assistant is responsible for the day-to-day administrative support for the program as well as providing support to the Senior Director and the program staff. The Administration Assistant ensures efficient office operations, maintains physical and digital filing systems, performs reception duties, schedules appointments, and assists visitors.

Key Duties & Responsibilities

- Provide administrative support to the Senior Director and other program staff
- Greet visitors and direct them to the appropriate contacts or services
- Receive calls and emails from the public, staff, partners and other stakeholders and answer general questions or direct calls to an appropriate contact
- Schedule meetings, book rooms, participate in meetings and prepare agendas and meeting minutes as required
- Assist the Senior Director with their schedules and calendars
- Maintain accurate, up-to-date physical and electronic files
- Assist staff with coordinating program events and activities, supporting community events (including off-site)
- Assist with basic bookkeeping duties i.e. coding invoices, expense forms
- Coordinate and book travel including flights, hotels, and conference registration
- Assist with administrative functions such as photocopying, maintenance service calls etc.
- Prepare/update and format correspondence, procedures, reports or other documentation
- Perform data entry duties, maintain lists, forms, templates, and other documents
- Order office supplies and sort/distribute deliveries and mail
- Assist Senior Director with maintaining PTO/sick tracking for their program
- Other duties as assigned and in line with the purpose of the position

You are passionate about ending homelessness and have an in-depth understanding of homelessness and housing, as well as the needs of particularly vulnerable and over-represented populations and the issues affecting many homeless and low-income people. You also possess the following qualifications or an equivalent combination of education and related experience:

- As an Indigenous organization, and given the overrepresentation of Indigenous people among those experiencing houselessness, demonstrated knowledge of and experience working with Indigenous communities, cultures, histories, and ways of knowing is required
- Post-secondary education or training in business administration or equivalent experience
- Experience working in an office environment
- Excellent organizational skills and the ability to prioritize competing tasks
- Excellent communication skills (oral and written)
- Highly developed records management skills and ability to maintain accurate records
- Excellent interpersonal skills and the ability to work as a team member, as well as ability to function independently with minimal supervision
- Ability to work at an advanced level in a Windows environment and intermediate to advanced skills using Microsoft programs including Excel, Outlook, Word, PowerPoint
- Intermediate skills using meeting software such as Teams/Zoom
- Integrity, accountability, and ability to protect confidentiality

Salary range: \$49,432 to \$57,306 depending on qualifications and experience.
This full-time, **term position** is a unionized position under MGEU Local 439,
(with the possibility of extension or becoming permanent)

End Homelessness
Winnipeg is proudly
located on Urban
Reserve Land

Please forward cover letter and résumé, including the position you are applying for, by **3:00 pm, Wednesday, July 29, 2026**, directly to: careers@endhomelessnesswinnipeg.ca

EHW is an Indigenous organization and First Nations, Metis, and Inuit candidates will be prioritized. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants for their interest, but only those selected for an interview will be contacted.