

Administrative Assistant – Urban / Hometown Green Team Program

Length of Assignment: June 1, 2024, to September 30, 2024

Hourly Wage: \$16

Job Type: Full-time (Monday-Friday, 30 hours per week)

Deadline for application: Friday, May 17, 2023, 4:30 PM

To apply: Email a cover letter, resume, and references to info@oseredok.ca

General Duties and Responsibilities:

Green Team offers this summer employment opportunity **for youth ages 15 to 29, resident in Manitoba and entitled to legally work in Canada, with a valid Social Insurance Number.**

Oseredok Administrative Assistant will work under the supervision of the Executive Assistant and will play a crucial role in ensuring the efficient operation of Oseredok office environment. This position involves providing administrative support to various departments and personnel at Oseredok, assisting with clerical tasks, and facilitating effective communication within the organization.

Primary Responsibilities and Duties

As an Administrative Assistant, your responsibilities will include, but are not limited to the following:

- *Document Management:* organizing and maintaining physical and electronic files, including sensitive information.
- *Office Management:* monitoring and ordering supplies, coordinating maintenance and repairs, and ensuring facilities are clean and functional.
- *Managing Correspondence:* handling incoming and outgoing emails, letters, and phone calls.
- *Data Entry and Record Keeping:* inputting and maintaining accurate data in databases, spreadsheets, and other records.
- *Meeting Coordination and Support:* assisting in preparation and execution of meetings.
- *Administrative Support:* providing general administrative support to other employees; assisting in the facilitation or implementation of the Centre's programming events.
- *Customer Service:* providing excellent customer service to clients, visitors, and colleagues.
- *Basic Bookkeeping:* managing accounts receivable, processing, and following up on billings for services, providing all necessary supporting documents to the accountant for financial statement preparation.

Experience and Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent organizational and time management skills.

- Strong communication skills, both verbal and written (English, Ukrainian is a plus).
- Ability to prioritize tasks and work efficiently in a fast-paced environment.
- Discretion and confidentiality when handling sensitive information.

About Oseredok

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents, and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among others, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours, and affiliated activities, workshops, courses, public lectures, and special events.

Oseredok is committed to equity in all its policies, practices, and procedures. We welcome applications from all qualified individuals who apply for this position. This position is funded through the Province of Manitoba's Urban/Hometown Green Team. As such, candidates must verify they meet the program's eligibility requirements before they are offered an interview. https://www.gov.mb.ca/asset_library/en/grants/greenteam_guidelines.pdf