

Volunteer Administrative Assistant

Description:

The Movement Centre is looking for a mature, enthusiastic, and energetic Volunteer Administrative Assistant to perform a variety of administrative and office support tasks. This is an ideal position for someone with excellent attention to detail and with experience and/or interest in working in an office setting.

Reporting to all levels of administration, the Volunteer Administrative Assistant will facilitate the efficient operations of the organization and directly contribute to increasing The Movement Centre's capacity to provide Conductive Education rehabilitation to Manitobans with neurological motor disorders.

Duties and Responsibilities:

- Handle outgoing written correspondence to donors
- Utilize software to enter, organize, and report data
- Assist in the management and administration of special projects and fundraisers
- Assist with preparing client files
- Schedule and coordinate meetings, appointments
- Creating client, program, & volunteer packages
- Handle incoming phone calls
- Maintain confidentiality about information learned on the job
- Understand or possess the ability to learn the department policies and procedures
- General administration tasks such as photocopying and filing
- Perform other administrative tasks as assigned

Qualifications:

- Excellent organizational, written and verbal skills
- Detail oriented and committed to meeting deadlines
- Works well independently and as part of a team
- Dependable and punctual
- Ability to adapt to shifting priorities and manage multiple deadlines
- Must be proficient in Microsoft Office programs, including Outlook, Word, and some Excel
- Must be willing to learn new software programs



Training:

Your office orientation will include training on all office equipment, software and filing systems utilized at The Movement Centre.

Time Period:

This position requires a minimum 6 months commitment for 2-3 days per week during office hours (Monday to Friday from 8:30 am to 4:00 pm). Flexible schedule for an average of 8 hours per week.

Benefits and Recognition:

This position will add to your skill set and provide valuable experience and opportunities for you to grow. You will receive mentorship and feedback. Employers will recognize your volunteer contribution.

Volunteers of The Movement Centre are highly valued members of our team. They make a significant difference in our ability to provide quality service to Manitobans with disabilities. The Movement Centre will provide reference letters for all volunteers who successfully complete a placement.

There is free parking and coffee!

About The Movement Centre

The Movement Centre of Manitoba is a registered charity that is committed to improving the physical health of children and adults with neurological motor disabilities such as cerebral palsy, multiple sclerosis, stroke, acquired brain injury, and Parkinson' disease. Our clients gain or regain physical mobility, increased confidence and functional independence, using Conductive Education rehabilitation.

Our office is located at 1646 Henderson Highway in Winnipeg, Manitoba.

Please send resumes to info@movementcentre.ca. Please add the volunteer position you are applying for in subject line.

