

The Manitoba Paddling Association is seeking applicants for:

Office Manager

We are seeking an organized, self-motivated individual to provide administrative support for our coaching staff, clubs, and volunteer board of directors. The Manitoba Paddling Association is a well-established provincial sport organization offering a broad range of recreational and competitive paddling programs, support to groups and communities with local initiatives, and programs to develop instructors, coaches, and officials. Our ideal candidate has a passion for sport and experience working as part of a collaborative team in administration, business, and/or finance. Key tasks will include financial and administrative record keeping, grant application and policy development in conjunction with a volunteer board of directors. This individual needs to be able to problem-solve independently and enjoys working in a fast-paced environment with a team of committed staff, volunteer, and business partners. This is a permanent full-time position with some flexibility in hours and location of work (hybrid office/home). Remuneration will be negotiated based on the experience and qualifications of the successful applicant, providing a reasonable base salary expectation, with the possibility of bonuses or incentives for additional projects and/or improved efficiency.

Requirements:

- Highly organized
- Experience with book-keeping/financial records
- Excellent written and interpersonal communication skills
- Adaptable and comfortable working in diverse settings with teams of staff and volunteers
- At ease with computers (MS Office at minimum) and able to learn new skills/applications
- Completed High School Grade 12/G.E.D. or equivalent combination of training and experience

Assets:

- Small Business/Non-profit organization management or relevant experience
- Diploma or Degree relevant to administrative support, sport administration, or related field
- Experience/education in website development/maintenance
- Experience in amateur sport at athlete, coach, official, volunteer, or parent
- Class 5 Drivers' License
- Motorboat operator's license

Application Information (due June 24, 2022):

- For more information, contact the Manitoba Paddling Association President Robin McClure at drmm@mts.net; phone messages may be left at 204-925-5681
- Please submit a letter of application and resume including contact information for 2 references to:

mpa@sportmanitoba.ca

OR

Manitoba Paddling Association
145 Pacific Ave. Winnipeg, MB
R3B 2Z6

Interviews will take place on an ongoing basis until the position is filled.

All applicants are thanked in advance for expressing their interest, but only applicants selected for interviews will be contacted.