



**LAKE
WINNIPEG
FOUNDATION**

Job Opportunity: 2022 Summer Events and Digital Administrative Assistant

News
LWF
March 1, 2022
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Are you a full-time student looking for summer work before returning to school in the fall? We're hiring for a Summer Events and Digital Administrative Assistant!

This full-time term position will support the planning and delivery of in-person and online outreach and fundraising events, and will also be involved in the implementation of new digital asset management software.

This will be a primarily remote work placement with occasional office visits as needed, subject to change. You can read the full job description below:

[Summer Events and Digital Administrative Assistant](#)

If you're passionate about the environment, love working with people and are tech-savvy, apply to join our team and help us restore and protect the health of our great lake!

Interested applicants should forward their resume and cover letter by email to madison@lakewinnipegfoundation.org (Subject: Summer Events and Digital Administrative Assistant).

We encourage candidates with diverse backgrounds and perspectives to apply.

Applications are due by end of day, Thursday, March 24th, 2022. Please note, only candidates to be interviewed will be contacted. Thank you for your interest.

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