



LAKE  
WINNIPEG  
FOUNDATION

## Summer Events and Digital Administrative Assistant

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The Lake Winnipeg Foundation is hiring for the position of Summer Events and Digital Administrative Assistant. This position is based out of Winnipeg and includes travel to various Lake Winnipeg communities. The position is 40 hours per week, \$15.55/hour, from May 9 - Aug. 26, 2022, and will require some evening and weekend work. Due to COVID-19, this will be a primarily remote work placement with occasional office visits as needed.

### Responsibilities

Reporting to the Donor Relations and Events Coordinator, the primary responsibility of the Summer Events and Digital Administrative Assistant is to assist with the planning, promotion and delivery of a series of in-person/online outreach and fundraising events. This position will also be involved in the implementation of new digital asset management software. Tasks will include:

- Assisting with event planning, management and post-event tasks
- Assisting with onsite event delivery
- Budget management and invoicing
- Volunteer relationship management
- Facilitating the preparation and distribution of promotional materials
- Co-leading applications for permits and licenses
- Product/supply ordering and inventory management
- Digital asset organization and cataloguing
- Basic photography
- Website management and social media scheduling
- Assisting with youth education initiatives
- Representing LWF at community events to provide public education on Lake Winnipeg/LWF initiatives in a manner consistent with LWF's mission, vision and values
- Writing a final report
- Other duties as required

### Qualifications

The successful applicant will have:

- A combination of education/experience in a relevant field (environmental science; education; hospitality and tourism; volunteer services management; creative communications; digital media; marketing and public relations; community services and development; fundraising and event management; recreation and physical education)
- Strong interpersonal communication skills
- Experience with fundraising and event planning/coordination

- Exceptional organizational skills and proven attention to detail
- Proficiency in digital communications tools including websites and social media
- Basic French skills
- Ability to multi-task effectively and meet deadlines in a fast-paced environment
- Adaptability, resourcefulness and the ability to think on their feet
- Energetic and enthusiastic
- Ability to work well in a diverse team environment
- Experience working with children and families is an asset
- Ability to perform physical activities such as lifting boxes and climbing stairs
- Registered driver's licence; access to a vehicle is an asset
- Knowledge of Lake Winnipeg communities and issues affecting lake health is an asset
- Proficiency in the Microsoft Office suite of software
- Graphic design skills and familiarity with the Adobe Creative Cloud are an asset

**Funding for this position requires applicants to meet the following criteria to be eligible:**

- Is between 16 and 30 years of age (inclusive) at the start of employment;
- Has been a full-time high school, college or university student during the preceding academic semester;
- Intends to return to full-time studies during the next academic semester;
- Is willing to commit to the full duration of the work assignment and will not have another full-time job (over 30 hours a week) during the work term;
- Has a working knowledge of both English and French;
- Is a Canadian Citizen or permanent resident, or has refugee status; and
- Has a valid social insurance number and is legally entitled to work in Canada

Hiring, promotion and compensation decisions are based on assessment of employee skills, experience and abilities with respect to the requirements of the position.

**The Summer Events and Digital Administrative Assistant must be vaccinated against COVID-19 to the full extent possible based on provincial eligibility and access (including boosters).**

Interested applicants should forward their resume and cover letter by email to [madison@lakewinnipegfoundation.org](mailto: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 24, 2022. Thank you for your interest. Only candidates to be interviewed will be contacted.**

The Lake Winnipeg Foundation (LWF) is an environmental non-governmental organization advocating for change and coordinating action to ensure a clean, healthy Lake Winnipeg and watershed, now and for future generations. [lakewinnipegfoundation.org](http://lakewinnipegfoundation.org)