



Join the Volunteer Manitoba Team!

Position: Administrative Assistant

Location: Winnipeg, MB (Hybrid)

Position Type: Full-time, Permanent.

Hours of Work: Primarily daytime, Monday through Friday, but occasional evening and weekends may be required.

Application Deadline: January 5, 2026

Join Our Team and Help Build a Stronger Manitoba Through Volunteerism.

Volunteer Manitoba is the leader in promoting and supporting volunteerism across the province. We connect people with meaningful volunteer opportunities, work to build capacity in the non-profit sector, and celebrate the power of volunteer contributions. We're looking for an

Administrative Assistant with strong technology and organizational skills to join our team and support the training, events, and community programs that make Volunteer Manitoba thrive.

Key Responsibilities Include:

Training & Event Logistics

- Manage registrations for all training programs and events using our registration systems
- Coordinate event logistics for online, in-person, and hybrid events, including scheduling, room set-up, materials preparation, and participant communication
- Operate Zoom, Microsoft Teams, and hybrid meeting technology confidently and independently
- Provide on-site and virtual support during workshops, including troubleshooting tech issues

Administrative Support & Office Coordination

- Provide general administrative support to the staff team
- Respond to phone, email, and in-person inquiries
- Scheduling meetings, appointments and events

Bookkeeping & Financial Support

- Supports the organization's financial and accounting operations by assisting with basic bookkeeping tasks, including recording financial transactions, invoicing clients, maintaining accurate payment records, and preparing bank deposits using QuickBooks accounting software.



Qualifications & Skills

- Completion of a relevant office administration or general business post-secondary education is a strong asset
- Prior experience using QuickBooks accounting software is required
- 2–3 years of previous admin experience
- Strong verbal and written communication skills.
- Comfortable speaking publicly and representing an organization with professionalism and enthusiasm.
- Highly organized and self-motivated, with the ability to manage multiple priorities.
- A valid driver's licence and access to a reliable vehicle is required, as this position requires occasional travel to various locations and communities across the province.
- Experience in the non-profit sector and Manitoba's diverse communities is a strong asset.

Why Work With Us?

- Opportunity to make a meaningful difference in communities across Manitoba.
- Supportive and collaborative team environment.
- Flexible hybrid work model.
- Opportunities for professional development.
- Competitive salary, pension and health benefits package.

To Apply:

Please send your resume and a cover letter explaining your relevant experience and interest in the position to Ashley Seymour, Executive Director at ashley.seymour@volunteermanitoba.ca.

While we value every application, only those selected for an interview, based on relevant experience, will be contacted.

Volunteer Manitoba is committed to fostering accessibility, equity, diversity, and inclusion. We encourage applications from individuals who reflect the diversity of our community, including Indigenous peoples, persons with disabilities, 2SLGBTQ+ individuals, newcomers, and racialized persons. Our dedication extends to providing a barrier-free recruitment and selection process. Should we invite you for an interview, please feel free to communicate your accommodation support requirements.