Berens River Child and Family Services

Competition No.: 2026- 005
Position: Administrative Assistant, Full-Time
Salary: Depends on Qualifications
Department: Berens River Child & Family Services
Location: 388 Donald St. Winnipeg, MB
Closing Date: December 4, 2026, at 4:30pm

Position Summary: Berens River Child & Family Services is seeking a reliable, organized, and professional individual to fill the position of **Administrative Assistant**. The Administrative Assistant will provide administrative and clerical support to the organization and assist with the day-to-day operations of the office, ensuring that administrative processes are completed accurately, efficiently, and professionally. The successful candidate will work closely with staff, management, and community partners while maintaining confidentiality, professionalism, and a high standard of organizational support.

Key Responsibilities

1. General Administrative Support
- Provide general administrative and clerical support to the organization.
- Prepare, format, photocopy, scan, file, and distribute documents.
- Assist staff and management with administrative tasks and organizational projects.
- Assist with preparing reports, forms, letters, and other documents as required.

2. Reception and Communication
- Answer and direct telephone calls, emails, and other correspondence.
- Greet visitors and provide assistance in a professional and courteous manner.
- Assist with incoming and outgoing mail and document distribution.
- Maintain professional communication with staff, families, visitors, and community partners.

3. Records Management and Documentation
- Maintain accurate electronic and paper filing systems.
- Enter, update, and maintain information in databases and spreadsheets.
- Handle confidential information in accordance with organizational policies and procedures.
- Ensure documents and records are organized, accurate, and properly maintained.

4. Scheduling and Organizational Support
- Schedule meetings, appointments, and other organizational activities.
- Prepare meeting agendas, minutes, notices, and other correspondence as required.
- Assist with coordinating office activities and organizational requirements.
- Support the day-to-day administrative operations of the agency.

5. Office and Departmental Support
- Monitor office supplies and assist with ordering supplies when required.
- Provide administrative support to Finance, Human Resources, and program areas as required.
- Assist with maintaining an organized and professional office environment.
- Perform other duties as assigned by the Executive Director or designate.

Qualifications

- Post-secondary education in Business Administration, Office Administration, or a related field is an asset.
- Previous administrative or office experience is preferred.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

- Ability to prioritize and manage multiple tasks in a busy office environment.
- Proficiency with Microsoft Office programs, including Word, Excel, and Outlook.
- Ability to maintain strict confidentiality and handle sensitive information appropriately.
- Professional, respectful, dependable, and team-oriented.
- Knowledge or experience working within a Child and Family Services environment is an asset.
- Knowledge of First Nations communities and/or Indigenous service delivery is an asset.

ADDITIONAL ASSETS

- Experience working in a First Nations organization or community-based agency.
- Knowledge of Indigenous child and family services.
- Experience providing administrative support to management and multiple departments.
- Experience with electronic filing systems, databases, and office record management.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Check.

Please send a Cover Letter and Resume by Email to: jamie.thordarson@berensrivercfs.org
The Cover Letter must include the Competition Number and Position you are applying for.

We thank all who apply; however, preference will be given to Berens River Band Members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.