



URBAN CIRCLE TRAINING CENTRE INC.

519 Selkirk Avenue, Winnipeg, Manitoba, R2W 2M6 Fax (204) 582-6439 Phone (204) 589-4433

*** * * * TERM EMPLOYMENT OPPORTUNITIES * * * ***

NOW HIRING

Application deadline: THURSDAY, MARCH 15, 2018

Administrative Support Worker

This **term** position is targeted to begin Wednesday, March 21, 2018

Criteria:

- Complete Grade 12 Education with good writing and reading skills
- Previous work experience in administration
- Previous work experience administration
- Access to a vehicle daily and possess a current class 5 Manitoba Driver's License
- Good public relations skills
- Motivated, reliable and committed
- Experience working as an enthusiastic team member with the ability to work independently in an adult learning environment
- Knowledge of Indigenous cultural approaches
- Works well under pressure
- Experience working with individuals for problem-solving, referrals, etc.
- A Red River College Family Support Worker or Youth Care Worker Certificate would be considered an asset

Duties:

- Will work directly with the Family Support Worker Life Skills Coach/Counsellor on the following: classroom preparation; documenting attendance; attendance follow up calls; taking messages; problem-solving with students; supporting students as required; completing administration duties such as photocopying, faxing, typing lessons/reports, completing leaving forms and sending out to funders and college, schedule preparation, assisting with funding concerns, assisting with gathering information to meet College criteria, assisting with student checks, other duties as assigned.
- Will work directly with the Director of Operations on organizational administrative duties

Please forward your Cover Letter, Resume and 2 Letters of Reference to:

Haven Stumpf, Director of Operations
Urban Circle Training Centre, Inc.
519 Selkirk Avenue
Winnipeg, MB R2W 2M6
Email: hstumpf@urbancircle-inc.com

Indigenous candidates are encouraged to self-identify. Upon being hired in this term position, *the selected candidate will be required to submit a current and acceptable criminal record check, adult abuse check and child abuse check in accordance with Urban Circle's policies.* Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba). **We thank all applicants for their interest, but only those selected for an interview will be contacted.**