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Administrative Assistant / Receptionist

Posted May 26

This full-time position supports the mission of the Crisis & Trauma Resource Institute (CTRI) and its partner company, ACHIEVE Centre for Leadership (ACHIEVE). Our hope is to create a trauma-informed world and help create great workplaces through our training and consulting services. This position bridges our entire organization, but will work most closely with our marketing team, reporting directly to our Marketing Team Manager. The chosen candidate will be responsible for a variety of administrative tasks that require attention to detail, strong organizational skills, and a high level of comfort using multiple computer programs such as **Wordpress**, databases, and **Office 365**.

As is the case with all positions at CTRI/ACHIEVE, this role will evolve over time in support of the company and in connection with the strengths of the person hired.

Start date: July 1

Work Hours, Wages, & Benefits

This is a 37.5 hour/week position with some flexibility regarding start and stop times. The successful candidate will work from our office at 710 Westminster in Winnipeg.

Wage Range: \$42,100 - \$52,600 depending on experience

Benefits: An extended benefits package is available after three months of employment.

Vacation Time: New employees start with four weeks of paid vacation and personal days.

Duties Include

- Handling administrative details for various projects
- Creating and maintaining schedules and calendars
- Booking travel arrangements and accommodations for internal staff
- Assisting in document creation, proofing, and formatting
- Working with our fax marketing system
- Communicating with publications regarding our content
- Posting events on various association websites
- Working with data in our databases
- Welcoming and directing visitors at our office
- Booking and set-up of meeting rooms as needed
- Maintaining a visitor log
- Managing and distributing incoming mail
- Keeping the board room and common spaces tidy
- Other projects as assigned

Required Qualifications/Skills

- Enjoys working with details and is able to execute detail-oriented tasks thoroughly and efficiently
- Strong time and organizational management skills
- Excellent computer skills and aptitude to learn new programs quickly
- Ability to handle and prioritize multiple tasks
- Exceptional contributor to a team environment
- Self-motivated and able to work independently
- Personable, friendly, and grounded
- Demonstrated commitment to our core values which are:
 - Embody – We practice what we teach.
 - Engaged – We care about each other and our mission.
 - Flexible – We pitch in where needed
 - Productive – We get things done, individually and collaboratively.
 - Receptive – We are open to feedback and improvement.

Closing & Interviews

Applications will be accepted until midnight, June 15, 2023. Successful applicants will be contacted by video call for a brief interview. Full-length interviews will take place soon after the brief interviews.

We require proof of COVID vaccination in order to work on-site at our office.

To Apply

Please send the following in **one attachment**: resume, cover letter, three work/school-related references, and a response to the following questions:

1. What do you do to contribute to a healthy, vibrant work culture?
2. What is your understanding of the work of CTRI and ACHIEVE?
3. How does the position of Executive Assistant help in fulfilling our mandates?

Send Applications To:

Scott McKay at scott@ctrinstitute.com