



2703 A – 83 Garry Street,
Winnipeg, MB R3C 4J9

Tel: (204) 475-5008

Fax: (204) 475-5812

Part-Time Administrative Assistant

General Council of Winnipeg Community Centres (GCWCC)

Are you an organized, detail-oriented professional who enjoys working with data and learning new tasks? GCWCC is looking for a **Part-Time Administrative Assistant** to support our not-for-profit organization. In this role, you will work closely with Community Centre board members and the public while managing key administrative tasks. This is a great opportunity for someone seeking a flexible, part-time position.

About GCWCC

GCWCC serves as the central resource for all City of Winnipeg Community Centres, fostering cooperation and communication among volunteer boards and City administration.

Conditions of Employment:

- Must be legally entitled to work in Canada.
- Must provide and maintain a satisfactory Criminal Record Check.
- Must have the ability to work evenings and weekends as required.

Position Overview

Reporting to the Executive Director, the **Administrative Assistant** plays a key role in supporting our team and community centre volunteers. Responsibilities include clerical tasks, customer service, bookkeeping, and data reporting.

Key Responsibilities:

- Greet visitors and accept deliveries.
- Monitor and respond to emails and regular mail.
- Track and follow up on Community Centre accountability items.
- Maintain and organize files.
- Prepare and follow up on invoices.
- Reconcile petty cash and credit card transactions.
- Monitor and purchase office supplies.
- Assist with day-to-day clerical and administrative tasks.
- Support and process grant applications from Community Centres.
- Attend meetings, take minutes, and distribute notes.

Celebrating the past serving the future

gcwcc.ca



2703 A – 83 Garry Street,
Winnipeg, MB R3C 4J9

Tel: (204) 475-5008

Fax: (204) 475-5812

- Assist with biweekly payroll preparation.
- Perform accounts payable and accounts receivable tasks.

Qualifications:

- Some administrative experience preferred.
- Strong verbal and written communication skills.
- Excellent phone and customer service skills.
- Basic bookkeeping experience.
- Strong computer skills (Microsoft Office, Contact Management Database experience preferred).
- Excellent time management and multitasking abilities.
- High attention to detail and accuracy.
- Knowledge of Sage Accounting system is an asset.
- Bilingualism (English and French) is an asset.

Position Details:

- **Hours:** 20 hours per week, Monday to Thursday, 9:00 AM – 2:00 PM (flexible schedule available).
- **Location:** In-office presence required.
- Some evenings and weekends may be required.
- **Compensation:** \$20,880 – \$23,920 per year.
- Benefits & parking included.

How to Apply

Send your application to office@gcwcc.mb.ca. Applications will be accepted until the position is filled.

We appreciate all applicants, but only those selected for an interview will be contacted.