

Volunteer Title:	Administrative Assistant	Position Class:	Coordinator
Division:	Operations	Department	Operations
Reports To:	VP Operations	Term:	N/A
Volunteer Job Description			
Purpose:			
The Administrative Assistant is responsible for providing secretarial, clerical and administrative support in order to ensure that Operational Supports is functional in an effective and efficient manner.			
Duties:			
<ul style="list-style-type: none"> • Act as secretary for committee meetings • Assist in research for new management systems • Assist in reviewing, proofreading & editing material • Assist in obtaining data on Parade participants to help with funding applications • Attend monthly board meetings • Provide insight when applicable • Participate in discussion • Be a part of the team • Commit to volunteering during the Pride Winnipeg Festival, duties assigned as needed • Assist in duties, assigned as needed 			
Skills/Qualifications:			
<ul style="list-style-type: none"> • Knowledge of secretarial and administrative procedures, knowledge of Microsoft Office products including Word, Excel, PowerPoint, and SharePoint considered an asset, the ability to meet deadlines, strong written and oral communication skills, good professional presentation skills and excellent organization and planning skills. 			