



MANITOBA ABORIGINAL SPORTS & RECREATION COUNCIL INC. (MASRC)

JOB TITLE:	Executive Assistant
REPORTS TO:	Executive Director
LOCATION:	MASRC Locations
HOURS OF WORK:	Full-time (35 hours per week)

PURPOSE

The Executive Assistant provides high-level administrative and support to the Executive Director (ED) of the Manitoba Aboriginal Sport & Recreation Council (MASRC). In addition to typical office responsibilities, this role includes project coordination, oversight of communications, and executive-level assistance. This position requires outstanding professionalism, a commitment to confidentiality, and the capability to handle sensitive issues in a dynamic and fast-paced environment.

POSITION SUMMARY

The Executive Assistant/Receptionist plays a crucial role in ensuring the smooth operation of the MASRC by providing high-level administrative support and serving as the first point of contact for the organization. This position involves managing the Executive Director's schedule, coordinating communications, facilitating travel arrangements, organizing meetings and events, and performing reception duties. The role requires strong organizational skills, attention to detail, and the ability to maintain confidentiality while navigating a demanding work environment.

KEY RESPONSIBILITIES

1. Oversee and coordinate the ED's calendar, including meetings, community events, and travel, while anticipating conflicts and reallocating time for highest-value priorities.
2. Work in conjunction with our communications person in collaborating and editing community notices, social media content, and media releases for the MASRC, securing approvals and coordinating timely distribution.
3. Function as the ED's primary liaison and others, directing inquiries to the appropriate staff and managing access of the ED.
4. Screen phone calls, administer email correspondence, draft responses, and convey information on behalf of the ED.
5. Plan and coordinate every aspect of travel for the ED, including flights, hotels, and ground transport.
6. Prepare itineraries and travel briefs; monitor trips in real time and handle last-minute changes or disruptions with minimal impact.
7. Draft, edit, and format correspondence, briefing notes, reports, and presentations to executive standards.
8. Implement and maintain an organized digital and physical filing system with clear naming conventions, version control, and rapid retrieval.
9. Safeguard confidential records and ensure all documents meet the MASRC's policy, privacy legislation, and funding-agreement requirements.





10. Schedule and organize meetings, community events, including arranging venues, technology, and hospitality as needed.
11. Prepare comprehensive agendas and briefing packages for the ED and invited partners.
12. Record accurate minutes, capture decisions and action items, and monitor follow-up to completion
13. Greet and assist visitors in a professional manner, ensuring a positive first impression of the organization.
14. Answer and screen incoming phone calls, redirecting inquiries as appropriate, and providing accurate information when possible.
15. Manage the reception area, keeping it organized and welcoming, and ensuring that office supplies are adequately stocked.
16. Compile and process travel claims and other expense reports for the ED, ensuring policy compliance to the finance manager.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High-school completion (Grade 12, GED) OR an equivalent blend of learning and experience gained through work, and community leadership
2. Post-secondary certificate/diploma in administration, or comparable experience performing senior administrative or project duties.
3. An inclusive combination of education, training, employment, volunteer service, and life experience will be considered.
4. Ability to work independently, exercise sound judgement, and safeguard confidential information.
5. Strong organizational, interpersonal, multitasking, and priority-setting skills; proven record of meeting tight deadlines in fast-paced settings.
6. Experience with minute-taking, records management, and document preparation.
7. Clear, professional verbal and written communication abilities.
8. Working knowledge of Microsoft Outlook, Word, and Excel.
9. Adaptability to changing circumstances and ability to work flexible hours, including evenings and weekends as required.
10. Valid Class 5 driver's license.
11. Criminal Record Check with Vulnerable Sector Screening and Child Abuse Registry Check (required upon hiring).
12. Ability to travel within Manitoba and work evenings/weekends as needed.
13. Commitment to promoting Indigenous health, wellness, and community development through sport, with an understanding of the challenges and opportunities facing Indigenous communities.

Interested candidates are encouraged to submit their resumes and a cover letter outlining their qualifications and experience to HR Consultant, Marie Murdock at aniin@mariemurdock.ca. The position will remain open until filled.

The MASRC is an equal opportunity employer and encourages applications from Indigenous individuals.



MANITOBA ABORIGINAL SPORTS & RECREATION COUNCIL INC. (MASRC)
200B – 200 Alpine Way | Headingley, MB | R4H 0B7
P: 204.925.5737 | F : 204.925.5716 | www.masrc.com