



# Sandy Bay Child & Family Services Inc.

invites applicants for a  
**Executive Assistant**  
**Full-time Position**

**Position Summary:** The incumbent will provide executive level administrative support for the Acting/Executive Director (ED) of Sandy Bay Child & Family Services Inc. & oversee the day-to-day operation of the agency. The incumbent will work at one of Sandy Bay Child & Family Service's four office locations: Sandy Bay Main Office, Winnipeg Sub-Office, Portage la Prairie Sub-Office, or Brandon Sub-Office.

## Responsibilities:

- Provide Administrative support to the ED, which includes, but not limited to managing calendar, appointments, email. Preparing correspondence, creating templates for documents, creating & maintaining paper & electronic files, attending meetings, preparing accurate minutes & notes for distribution & circulation, creating & maintaining variety of training database systems.
- Provide administrative support for Board of Directors including, but not limited to maintaining accurate record of Board member information, scheduling meetings as requested, update & distribute Board manual, record, create, prepare, & circulate accurate minutes & notes.
- Will prepare and maintain issue sheets, by-laws, policies and other public and confidential documents of ED, Management, Board and Committees in a timely manner.
- Maintains a high degree of confidentiality.
- For more information, please contact [h.r@sbcfs.org](mailto:h.r@sbcfs.org).

## Qualifications:

- A diploma or certificate in relevant discipline & proven related experience; or equivalent combination of education & experience. Minimum of 2 years of direct work experience working with management & board of directors.
- Knowledge of the *Child & Family Services Act*, the *Child & Family Services Authorities Act*, the *Adoption Act* as well as an understanding of Child Welfare system & priority issues in Manitoba.
- Experience providing administrative support at an executive level & maintaining confidentiality.
- Knowledge & understanding of First Nations traditional values & beliefs.
- Excellent organizational, computer, oral, & written communication skills with demonstrated ability to work effectively under pressure.
- Experience in preparing & recording minutes/notes.
- Ability to work independently, demonstrate initiative, & be proactive.
- Proficient knowledge of Microsoft Office Applications
- Required to complete & pass Prior Contact Check, Vulnerable Sector Search, & Child Abuse Registry Check.
- A valid Province of Manitoba Class 5 Drivers License & access to a personal vehicle is required.
- The ability to speak &/or understand Ojibway is considered a definite asset.

If interested, please submit your Cover Letter, Resume, along with three (3) Reference Letters, one being from most recent Supervisor to:

Sandy Bay Child & Family Services Inc.  
ATTN: Human Resources  
32 Tupper Street North,  
Portage la Prairie, MB R1N 1W8  
Email: [h.r@sbcfs.org](mailto:h.r@sbcfs.org)

**Closing Date: September 25, 2023**

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

Preference will be given to Canadian Citizens, First Nations, Métis, or Inuit candidates meeting the position requirements. All indigenous applicants are asked to self-declare within their cover letter.