



# Louis Riel Institute



As an affiliate of the Manitoba Metis Federation, the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill **one full-time term Administrative Assistant - Summer Student** position located in **Winnipeg, MB**.

## **Administrative Assistant – Summer Student**

Reporting to the Executive Assistant, the Administrative Assistant – Summer Student will be responsible for assisting with updating resources, organizing collections, and planning and delivering activities for events. The main functions of this position are to answer a multi-line telephone console, greet and direct visitors, receive and distribute incoming mail and deliveries and process outgoing mail and deliveries, and perform related administrative tasks.

### **Required Knowledge, Skills, & Abilities**

- Excellent organizational and time management skills with the ability to plan and prioritize, and efficiently meet deadline
- Excellent interpersonal, oral and written communication skills
- Proficiency in the use of computer applications and the Internet

### **Required Skills**

- Attention to detail and strong interpersonal skills
- Strong prioritization skills to balance multiple demands
- Ability to recognize and maintain confidentiality of work materials as appropriate
- Excellent organizational and time management
- Approach work with a full sense of ownership, demonstrated by high productivity and minimal need for supervision
- Working knowledge of facsimile machine, photocopier, postage machine and other basic office equipment
- Knowledge of Metis culture an asset
- Knowledge of MMF programs and services

**Must be students between the ages of 15-30 who attended school full-time during the preceding year and who intend to return to school on a full-time basis in the following academic year (part-time and distance education students do not qualify).**

Please forward your cover letter and resume to:

**Louis Riel Institute  
103-150 Henry Avenue  
Winnipeg, MB R3B 0J7  
Fax: (204) 984-9484  
Email: [lrihr@mmf.mb.ca](mailto:lrihr@mmf.mb.ca)**

Qualified applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.