



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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Executive Assistant

Job ID	E8-D4-B5-F8-25-59	
Web Address	https://careers.indigenous.link/viewjob?jobname=E8-D4-B5-F8-25-59	
Company	Canadian Museum For Human Rights	
Location	Winnipeg, Manitoba	
Date Posted	From: 2022-01-06	To: 2022-01-15
Job	Type: Full-time	Category: Office
Languages	Bilingual Preferred	

Description

Overview

The Canadian Museum for Human Rights (CMHR) is a national museum dedicated to the evolution, celebration, and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive, and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

We are seeking talented individuals who are motivated to share their passion and commitment to join our team. Together, we aim to enhance the public's understanding of human rights, to promote respect for others, and to encourage reflection and dialogue.

Key Responsibilities

- Oral and written communications, including answering phones and responding to messages, writing and editing emails, drafting letters and memos, on the Executive's behalf;
- Managing the Executive's calendar, including scheduling, meeting arrangements and communications and prioritizing or diarizing matters;
- Managing documents, taking minutes and developing and maintaining other information management processes;
- Coordinating travel, procurement, expenses and other administrative support to the Executive or divisional activities; and
- Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects.

Skills and Qualifications

Required:

- High school diploma or equivalent
- 5 years of combined education and experience in office administration
- Commitment to human rights principles, including respect, equity, inclusion and dignity for all
- High degree of professionalism and tact especially as it relates to dealing with confidential or sensitive information
- Exceptional time management skills, with the ability to multi-task and prioritize
- Strong communication skills both oral and written
- Strong attention to detail
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), with a particular aptitude for preparing and formatting notes, reports and documents

Desired:

- Ability to communicate proficiently in both official languages
- Post-secondary education in office or business administration or a related field
- Demonstrated ability to manage sensitive information and escalate relevant information
- Demonstrated ability organizing large meetings and/or events with executive-level participation
- Ability to think critically and work effectively with minimal supervision

Other

- Work is in an office environment.
- Work involves dealing with tight deadlines in a fast-paced and changing environment.

Conditions of Employment

- Security Screening Level - Secret Status
- Child Abuse Registry Check
- COVID-19 proof of vaccination

How to Apply

Interested applicants should submit a cover letter and resume through CMHR's Careers page by clicking Apply Now by January 15, 2022.

The Canadian Museum for Human Rights (CMHR) believes that a diversity of experiences and thought drives innovation and transformation. We are working towards building a workforce that is representative of the community in which we live and that we serve. We are committed to providing equal employment opportunities to all and encourage you to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

CMHR recognizes its responsibility as a public institution to take every precaution reasonable in the circumstances to reduce the spread of COVID-19 and that COVID-19 vaccination is an effective measure in minimizing the risk and impact of COVID-19 in the workplace and community. To this end, all Employees of the Museum are required to be fully vaccinated against COVID-19 in order to be permitted in the workplace.

The CMHR is committed to developing a work environment and recruitment processes that are inclusive and barrier-free. Please advise the HR representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.

If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.