

July 29, 2020

Summer Student Position Administrative Assistant

This is a full-time 5-week position providing administrative and member support services to start as soon as possible.

MLPD is a membership-based, rights-focused community organization. We serve our cross-disability membership through activities which increase awareness of the benefits of accessibility in areas such as transportation, education, communication, and housing. MLPD provides consulting services to organizations looking to comply with the new Accessibility for Manitobans Act (AMA) and in addition we have received Provincial funding to deliver awareness and training regarding the Employment Standard.

The Summer Student will provide a variety of different administrative support services as well as help organize a member town hall.

The main duties for this position include:

- Office administration focused on organizing our paper files
- Providing membership support including populating our new member management software, Sumac Silver, and updating member information as required.
- Conducting a telephone survey with our members.
- Conducting research and evaluation about technical options for virtual member meetings.
- Work with other staff to develop news articles for our electronic newsletter.
- Participate in preparing materials and folding and stuffing envelopes for our member mailout about our upcoming AGM.

To be successful in this role, you will bring:

- Disability awareness and understanding, with an appreciation or life experience of facing barriers.
- Team-orientation, demonstrating initiative, resourcefulness and ability to work in a fast-paced environment.
- Strong organizational skills with attention to detail.
- Excellent verbal and written communication skills
- Proficiency in MS Office (we work in a PC environment) and database experience.

To apply, please send in your resume and cover letter to hr@mlpd.mb.ca by August 2, 2020.