

Grants Administration Assistant

The Manitoba Habitat Heritage Corporation (MHHC), Manitoba's largest land and water conservation granting organization, is seeking a highly motivated individual capable of working independently as well as in a team environment. The opportunity is a permanent, full-time Winnipeg-based position, as a Grants Administration Assistant in MHHC's growing conservation granting program.

This position will support Trust Grant Associates in a number of areas: grant agreement and payment processing, website updates, online grant tool support, database entry, reporting support, which may include information management for GIS shapefiles, report development, coordinating mailouts, and workshop logistics support.

Qualifications

Essential:

- Two years of administrative or related experience required
- Training in applied office skills, completion of high school education Manitoba standards
- Excellent teamwork skills
- Excellent verbal and written communication skills
- High level of attention to detail
- High adaptability to new software systems and strong knowledge of Microsoft Office suite (Outlook, Word, Powerpoint, Excel, Adobe, OneDrive, SharePoint, Teams)
- Experience with spreadsheets and databases
- Ability to prioritize a large workload and complete a variety of administrative duties independently
- Excellent organizational, problem solving, and time management skills

Desired:

- Experience with financial reporting
- Management of website content
- Experience using Geographic Information Systems (GIS) applications or tools
- Experience using InDesign or other graphic design software
- Interest in protection and conservation of natural areas and the environment

MHHC's offers a competitive salary/benefits package and a dynamic work environment. Employment Equity is a factor in selection for this competition. Please reply with your resume and cover letter by May 26. It may be emailed to gouellette@mhhc.mb.ca or sent by surface mail Manitoba Habitat Heritage Corporation, 200-1765 Sargent Avenue, Winnipeg MB. R3H 0C6. In your reply, please state salary expectations. Only candidates being considered for interviews will be contacted.

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