

The mission of the Thompson Community Foundation is to create a growing investment pool of capital resources and use revenue earned by the capital pool to benefit the community of Thompson.

The Thompson Community Foundation is looking for an

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION:

The position would be responsible for organizing the foundation's activities including:

- Booking meetings, preparing agendas, and taking minutes;
- Supporting, awarding, and stewarding the Moffat Family Fund;
- Acting as a liaison with Endow MB, community groups, and other stakeholders;
- Aiding in raising the community foundation's profile through specific meetings and communications, including social media, press, and website updates;
- Supporting Thompson Community Foundation's projects and programs including the Endow Manitoba Giving Challenge, and ongoing activities;
- Reviewing, updating, and creating by-laws, policies, and procedures;
- Performing other administrative tasks.

QUALIFICATIONS:

- A minimum of 5 years' administrative experience;
- Strong oral and written communication skills;
- Demonstrated ability to work independently;
- Good time management and organizational skills;
- Proficiency in Microsoft Office;
- Strong initiative and professional attitude;
- Strong community connections

SALARY: \$30,000 annually, part-time, flexible hours (15-20 hours per week)

CLOSING DATE: March 28, 2025; please email your resume to tcf@mymts.net.

The Thompson Community Foundation would like to thank the Moffat Family Fund and Endow Manitoba, a program of The Winnipeg Foundation, for their contributions to supporting this position.