



JOB POSTING

ADMINISTRATIVE ASSISTANT (TERM)

New Democratic Party of Manitoba

POSITION SUMMARY

Reporting to the Provincial Secretary, the successful candidate will be responsible for supporting the day-to-day administrative operations of the Manitoba NDP's Provincial Office. The successful candidate will serve as a key first point of contact for members, volunteers, and the public, while assisting with daily office administration processes, data entry, and organizational support.

KEY RESPONSIBILITIES

- Reception duties and front-office support
- Daily data entry and database upkeep
- Handling incoming correspondence, including answering and directing telephone calls, responding to voicemails, and responding to general email inquiries
- Greeting visitors and serving as a point of contact for members, volunteers, and the public
- Operating office equipment, including computers, photocopiers, scanners, and fax machines
- Maintaining records of office supplies and ordering additional as needed
- Assisting with outgoing mailings, incoming mail, and filing
- Processing membership and donation transmittal forms and supporting related administrative workflows
- Assisting staff with general administrative and organizational tasks as required
- Other administrative duties as assigned

CANDIDATE QUALIFICATIONS

Manitoba NDP staff have a demonstrated commitment to social democratic values, strong knowledge of Manitoba politics, and the ability to work collaboratively in support of the Party's mission and organizational priorities. The successful candidate will have the following skills, experience, and attributes:

- Experience in an administrative, receptionist, or office support role
- Strong organizational skills and attention to detail
- Experience handling incoming calls, emails, and public inquiries in a professional manner
- Strong written and verbal communication skills
- Ability to manage multiple tasks, meet deadlines, and work effectively in a busy office environment
- Ability to handle confidential and politically sensitive information with professionalism and discretion
- Strong computer skills, including comfort with common office software and office equipment
- Experience with data entry and administrative record-keeping
- Familiarity with membership-based organizations, political campaigns, or the Manitoba NDP is considered an asset



CLOSING DATE:

Friday, September 18, 2026

SALARY RANGE:

As per collective agreement (Schedule A), \$22.89 to \$23.93 per hour

HOURS OF WORK AND TERM:

Full time, term to September 1, 2027

START DATE:

To be negotiated

SUBMIT APPLICATIONS VIA EMAIL TO:

Evan Krosney

Provincial Secretary

evan.krosney@mbndp.ca

The Manitoba NDP is committed to social, economic, and racial justice. Diversity, equity, and inclusion are key to our work, and we encourage applications from persons of all backgrounds and identities.

The Manitoba NDP is proud to be a unionized environment. The successful candidate will become a member of COPE 342.

The work of the Manitoba NDP is done across Manitoba on the traditional territories of the Anishinaabeg, Cree, Anishininew, Dakota, Dene, and Inuit people, and on the homeland of the Métis Nation. As a party we acknowledge and respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to moving forward in the spirit of reconciliation and collaboration.