

Manitoba Rural Learning Consortium (mRLC)

Is Seeking an Administrative Assistant

The Manitoba Rural Learning Consortium (mRLC) is an innovative and responsive learning organization supporting Manitoba's rural and northern school divisions in addressing the unique challenges facing rural education. The primary work of the mRLC is providing approximately 20 professional development cohorts annually for over 1000 teachers across the province. Please see www.mrlc.ca and www.napmb.ca.

On a daily basis, the administrative assistant will complete a variety of tasks such as booking facilities for sessions, registering participants, assisting with communication and entering data and financial information.

Details

- \$25-\$30 per hour based on experience and training
- 40 hours per week
- Ability to request work from home
- Laptop and cellphone allowance provided
- May require occasional travel to rural areas
- May require in-person meetings, potentially including a weekly in-person workday

The successful individual must have the following attitudes, skills and dispositions:

Experience

- Understanding of and experience working in the school system
- Commitment to the core values of mRLC and have an understanding of rural education

General Attributes

- Strong organizational skills with the ability to attend to details
- Strong oral and written communication skills in a wide variety of media
- Strong formatting skills
- Flexible
- Ability to multitask
- Ability to develop warm collegial relationships with others
- Willingness to work collaboratively with the other members of the mRLC team and Board of Directors
- Demonstrated ability to use digital resources and tools (Google domain/Excel/Word) to support communication and learning
- Demonstrated ability to manage accounts payable and receivable
- Demonstrated ability to manage and support a website

The starting date for this position is August 11, 2025.

The closing date for application is July 10, 2025. Only those invited for an interview will be contacted.

Please submit a single PDF document that includes your cover letter, curriculum vitae and two professional references to Carolyn Cory at ccory@manitobarurallearning.org or Donald Nikkel at dnikkel@manitobarurallearning.org.