

Administrative Assistant & Receptionist, Mennonite Heritage Archives and MHC Gallery

Full-time Term – between 12 and 18 months as required, starting July 18, 2022

Reporting to the MHA Archivist (80%) and MHC Gallery Curator (20%) the Administrative Assistant/ Receptionist will provide administrative support and be the first contact for visitors and will respond to inquiries in person, by phone and email.

Responsibilities:

- Provide administrative support to the Archives and Gallery programs
- Be the first person of contact for visitors
- Respond to student, staff/faculty, visitor, and researcher inquiries via in-person, phone, and email
- Respond to a large number of inquiries in a short period of time
- Be familiar with general aspects of CMU departments, Mennonite Church Canada, Centre for Transnational Mennonite Studies
- Appropriately handle confidential documents
- Plan and coordinate events outside of regular office hours
- Process self-generated and donated income (book and art sales, donations)
- Prepare bulk mailings for Archives and Gallery
- Prepare congregational records, serials and periodicals for storage
- Create, edit, and manage content for both the Archives and Gallery's websites, social media platforms, and newsletters
- Other duties as required

Qualifications:

- Strong commitment to the mission of CMU, Mennonite Church Canada, and Centre for Transnational Mennonite Studies
- Undergraduate degree strongly preferred
- Previous experience in a reception or administrative assistant role will be considered an asset
- Excellent customer service skills with a pleasant and professional manner
- Being energetic, creative and capable of multi-tasking;
- Possess good communication and relational skills
- Strong organizational, analytical, and problem-solving skills
- Ability to work independently without direct supervision
- Works well with others as a team worker
- Willingness to adapt to new tasks and responsibilities
- Ability to manage multiple tasks and to efficiently switch between tasks
- Demonstrate proficiency in Office 365 with the ability to learn additional computer skills quickly
- Capable of lifting boxes up to 40 lbs
- Working knowledge of German a definite asset

Inquiries should be directed to Dianna Robson, Director of Human Resources at drobson@cmu.ca or 204-487-3300. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should email a resume and cover letter (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2