



## **Office/Human Resources Administrator Youth for Christ Winnipeg Full-time, permanent**

Youth for Christ Winnipeg (YFC) is looking for a full-time, permanent Office/Human Resources Administrator to fulfill the mission of Youth for Christ by providing general administrative support and support for the Human Resources department. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach over 6,000 young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administrated through the head office.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of YFC Winnipeg; what you will do here will have an important impact on the young people who engage with the ministries at YFC. This is a support role which enables front line ministry staff to focus more of their attention on delivering their programs.

The Office/Human Resources Administrator will be responsible to aid the Human Resources Director in implementing general office and human resource functions for the organization, by providing support and administration services. This includes onboarding new staff, researching general office resource and human resource inquiries, maintaining personnel files, managing the summer grant programs, assisting with internal event organization, plus other duties as required.

An Office Assistant or Human Resource certificate and a minimum of one year of experience would be an asset. You will have a Servant heart, take instruction well and have initiative. You will also have strong communication, organizational and administrative skills, be a strong problem-solver and be good with details. You will need to be able to work well in a team and on your own and will also need to be flexible and adapt quickly to manage multiple assignments.

As Youth for Christ is a faith-based organization, all staff of Youth For Christ Winnipeg must be practicing their Christian faith by being a participant in a local Christian church, have a Christ honouring testimony, and be in agreement with YFC's core values, Statement of Faith and Community Commitments.

We are passionate about our goal of changing the lives of young people, and we would like you to join us.

*If you are interested in applying for this position, please submit your resume and cover letter to Human Resources at ([hr@yfcwinnipeg.ca](mailto:hr@yfcwinnipeg.ca)).*