



Nine Circles Community Health Centre
Is currently hiring for

**Administrative Secretary (AY2) Term
Communications Support
.5 EFT (20 hours/week)
16-week Term (July 14, 2025, to October 24, 2025)
\$21.931 to \$24.909**

Job Summary

Under the direction and guidance of the Community Engagement Coordinator, the Communications Administrative Secretary job is a **part term, 40** hours per two-week period (including holiday pay hours). The regular work days for this position will fall between 8:00 a.m. and 8:00 p.m. Mondays through Fridays. Occasional evenings and weekends will be required.

The position is classified as **CUPE AY2**. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

This position is a 16-week term.

The position provides administrative support to fund development and event planning and implementation. This may include secretarial and administrative tasks, social media monitoring and support, correspondence, word processing, data entry, meeting scheduling, filing and records maintenance, statistical data collection, monitoring and receiving inventory, donations and contacts, coding invoices and expense claims and a variety of other office duties as required.

Key Responsibilities

Key areas of responsibility include:

1. Administrative Support to:
 - a. Sponsor & Donor Relations
 - b. Event Coordination
 - c. Promotions

A detailed job description stating all position duties and responsibilities is available upon request.

Qualifications

Education

- Education and/or experience in an administrative assistant/secretary program
- Complete high school education, Manitoba standards, required.
- Equivalent combination of education and experience may be considered

Required Knowledge, Skills, and Experience

- Demonstrated computer skills including comprehensive knowledge of Microsoft Excel, Microsoft Word, and other database and accounting programs.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Knowledge of and experience in basic design (e.g. Canva) and social media applications

Assets

- A self-starter and quick learner, eager to chase down leads and connect with local organizations and businesses
- Knowledge of and experience in event support or coordination is preferred
- Knowledge of health and social issues related to HIV/AIDS and Sexually Transmitted Infections (STI).
- Knowledge of Community Development, Harm Reduction, and Client-centered concepts and applications.

How to Apply

Interested candidates may forward their letter of application and résumé to:

Email: humanresources@ninecircles.ca

Deadline for application: Wednesday, July 2nd, 2025, by 4 p.m.

Nine Circles celebrates diversity and is committed to creating an inclusive environment for all employees. We encourage applications from qualified people who are Indigenous, living with HIV, identify as 2SLGBTQ, or belong to other traditionally marginalized communities.*

Nine Circles welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

Nine Circles thanks all applicants for their interest, however only those selected for further consideration will be contacted.