

MHS Job Description – Administrative Assistant

8 October 2026

A. POSITION OVERVIEW

The Manitoba Historical Society (MHS) is the province's leading organization dedicated to public education, outreach, and communication about Manitoba's history. Reporting to the MHS Executive Director and Chair of the Board of Directors, the Administrative Assistant provides essential clerical, organizational, and communication support to ensure the smooth functioning of the Society's daily operations.

This role is a part-time position, averaging approximately 24 hours per week. The Administrative Assistant is responsible for core clerical, administrative, and communication duties that support the Society's activities. Occasional flexibility may be required for events, meetings, or time-sensitive tasks.

B. KEY RESPONSIBILITIES

1. Provide clerical and administrative support to ensure smooth daily function of the Society.
2. Manage incoming inquiries by telephone, email, and in person, offering courteous and timely assistance to members, volunteers, partners, and the public.
3. Maintain organized digital and physical filing systems, including membership records, donor information, and general administrative documents.
4. Assist with scheduling meetings, preparing agendas, and recording minutes for committees and staff.
5. Support communications by drafting routine correspondence, updating website content, and assisting with social media posts and newsletters.
6. Coordinate logistics for Society programs, events, and outreach activities, including registration, materials preparation, and on-site support.
7. Process payments, issue receipts, and assist with basic bookkeeping tasks as supervised by the Executive Director.
8. Provide administrative support for grant applications, donor stewardship activities, and sponsorship documentation.
9. Maintain office supplies, equipment, and general workspace organization.
10. Other duties as assigned.

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C. KEY SKILLS & ATTRIBUTES

1. Proficiency with Microsoft Office, WordPress Membership, QuickBooks Online, and Zoom.
2. Ability to work independently, take initiative, and exercise sound judgment and problem-solving in a part-time role.
3. Strong organizational skills with the ability to manage multiple tasks and maintain attention to detail.
4. Clear and professional communication skills — both written and verbal — with a courteous and diplomatic approach.
5. Commitment to accuracy, confidentiality, and ethical handling of information.
6. Interest in Manitoba's history and heritage considered an asset.