

Special Assistant/Project Coordinator

August 2022

GET TO KNOW US

The Downtown Winnipeg BIZ promotes, cares, and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events throughout the year and work to beautify our downtown, improve cleanliness, safety, and help make it easier to get around. Our downtown is on Treaty No. 1 territory and the traditional homeland of the Métis Nation.

CULTURE

Our team is passionate about making a difference in downtown Winnipeg. We enjoy monthly all-team updates, staff celebrations throughout the year, “Furry Fridays” (bring your pet to work days), chances to win event tickets and early access to information about the fun things happening in the heart of our city. Our organization’s success is powered by our passionate team. Downtown is moving forward – be a part of the team at the centre of the action.

POSITION SUMMARY

Reporting to the Director, Operations, the Special Assistant/ Project Coordinator will provide support to the CEO and Senior Management Team (SMT) through a combination of project management, writing and editing, research, and senior level administrative and relationship support functions. This includes assisting with or leading CEO directed or operational initiatives related to the development and promotion of our downtown. Interacts directly with internal and external stakeholders including BIZ Members and Partners as well as representatives of local government agencies.

We’re looking for someone who can prioritize, is a results-oriented and analytical thinker, who takes the lead with minimal direction, conducts themselves professionally, and works collaboratively in a dynamic team environment.

KEY RESPONSIBILITIES:

Senior Administrative Support

- Research and prepare briefing materials, talking points, speech drafts, presentations, and proposals to ensure CEO or SMT are prepared to participate in internal and external meetings, events and announcements
- Write, proofread, edit, and format documents including charts, letters, and statistical information
- Manage CEO calendar, by keeping abreast of immediate and long-term commitments and plans; identify conflicts, flag problems for intervention and correct course as appropriate
- Schedule meetings, take minutes, make travel arrangements, compile data and complete complex reports and analysis
- Stay informed of issues and government decisions related to downtown, identifying opportunities and risks for action
- Provide backup support for the Board and Committees including communication, managing board minutes and materials, and secretary duties

- Manage the overall office administrative functions including review, evaluate and implement new office procedures and provide supervision, delegation, and direction to the Office Coordinator/Receptionist
- Manage administrative budget including the review and approval of expenses/invoices

Project Coordination

- Lead and coordinate special projects in collaboration with other departments including tracking/reporting project progress, coordinating resources, managing timelines etc
- Lead the ongoing implementation and maintenance of our member database

QUALIFICATIONS:

- Min 3 years related executive administrative support experience required
- Completion of post-secondary office/administrative assistant education is an asset
- Highly proficient in full Microsoft Office suite
- Ability to work independently with minimal direction
- Exceptional communication skills (written and verbal)
- Professional, respectful, collaborative, and innovative
- High level of cognitive flexibility - comfortable switching between strategic and operational thinking
- Strong organizational skills with the ability to manage multiple priorities simultaneously and meet the time demands of unpredictable activities
- Must ensure a high degree of discretion and confidentiality
- Experience working with government bodies and elected officials is an asset
- Project management experience is an asset
- Experience in leadership role

Due to the nature of our business the Downtown Winnipeg BIZ requires that all its staff members are fully vaccinated against COVID-19. In the event that you are hired by the BIZ, you will be required to provide your proof of vaccination. In the event that you are unable to be vaccinated due to a valid medical or religious reason, prior to your start date you must establish, in a form acceptable to the BIZ, your inability to be vaccinated.

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line. Please be advised only those selected for an interview will be contacted. **This posting will remain open until suitable candidates have been selected.**

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown, where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.