

CCMBC Legacy Fund Inc. (Legacy), an associated charity of the Canadian Conference of Mennonite Brethren Churches (CCMBC), is seeking a full-time Receptionist/Facilities Coordinator for all ministry partner agencies at 1310 Taylor Avenue in Winnipeg.

Position Information

POSITION TITLE:	Receptionist/Facilities Coordinator
REPORTS TO:	Chief Financial Officer
TERM:	Permanent, Full-time
START DATE:	Late August (date TBD)

Key Responsibilities

- Receptionist
 - Manage front desk while providing courteous service by phone, in person, and by email
 - Process incoming and outgoing mail
 - Ensure office supplies and equipment are kept stocked and in good working order
 - Administration of staff celebration
 - Perform regular clerical functions as assigned
- Facilities Coordinator
 - Maintain 1310 Taylor Avenue building in good running order and arranging for regular and emergency maintenance and repairs
 - Obtain quotes for building upgrades for approval by management
 - Act as contact for tenant of 1320 Taylor Avenue and arrange for maintenance and repairs as necessary
- Other duties as required include, but are not limited to
 - Projects that can be done at or near the front desk

Attributes and Skills

We are seeking a Christ follower with a strong commitment to their local, evangelical church and who is in alignment with the Mennonite Brethren confession of faith. In addition, the candidate should possess the following skills and attributes:

- Excellent oral and written communication skills in the English language
- Excellent interpersonal skills
- Excellent organizational and administrative skills
- Good understanding of building mechanical and maintenance needs
- Able to work with trades and have a general understanding of work being done
- Ability to work independently, but also as part of a team with other staff in the MB Ministry Centre
- Ability to maintain confidentiality



CCMBC LEGACY FUND

Ministry-Focused Financial Services

Qualifications

Preference will be given to a candidate possessing the following experience:

- Good knowledge of the Mennonite Brethren churches
- Good working knowledge of Microsoft Office products (Excel, Outlook, Word)
- Knowledge and understanding of building management
- Prior experience in a similar role

Applications will be accepted until the position has been filled.

If you would like to be a part of this ministry, please send a resume with a cover letter explaining why you think you would be a good candidate for this role to LegacyHR@mbchurches.ca or contact Bertha Dyck at 204-669-6575 or toll free at 1-888-669-6575.