



Louis Riel Institute



As an affiliate of the Manitoba Métis Federation (MMF), the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill **two (2) Full-time Summer Intern Administrator** positions located in **Winnipeg, MB**.

Summer Intern Administrator

Reporting to LRI Management, the Summer Intern Administrator will support LRI programming including office-related duties, archiving, and data entry. Summer Interns Administrators will be mentored by LRI Administrators and Coordinators. Shifts may include some evenings and weekends.

Job Duties/Competencies:

- Provide administrative support to various departments within LRI
- Assist with filing, reception, data entry, and other office-related duties
- Assist in the administration of events and workshops, on-site and external
- Collaborate with LRI team members on special projects and initiatives

Skills and Qualifications:

- Must be currently or newly enrolled in a full-time college or university program for fall 2024
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to multitask and prioritize tasks effectively
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience in creative programs an asset
- Physical ability to perform repetitive tasks, moving and lifting archival and/or facilitation materials, as needed
- Ability to sit and stand for long periods of time at computers in an office environment
- Prior administrative or office experience is an asset, but not required
- Bilingualism is an asset
- Knowledge of Red River Métis culture, LRI programs and services is a definite asset

Qualified Red River Métis applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

This position is made possible through funding provided by Métis Employment and Training (MET). The initiative aims to support Red River Métis Citizens by providing training opportunities to prepare them for current and future labour market demands. Student eligibility must be verified and confirmed by MET prior to starting employment. Student eligibility is verified by the submission and review of completed intake documentation for each student.

Salary Range: \$16.30-\$17.30/hour

Start/End: April 8-August 30, 2024

Closing Date: Until filled

Please forward cover letter and resume to:

Louis Riel Institute

Email: lrihr@lrilearn.ca