

# PART-TIME POSITION

The South Interlake Fifty-Five Plus, Inc., Stonewall, MB, has an opening for an **Administrative/Program Assistant**.

The Administrative/Program Assistant will assist with planning & coordinating various senior programs and activities.

**Qualifications:**

- Experience and ability to work with seniors and volunteers
- Computer knowledge including Word, Excel, Social Media, etc.
- Mathematical skills
- Initiative and ability to work with minimal supervision
- Ability to multi-task and prioritize
- Job duties has some physical requirements
- Certification in First Aid & CPR an asset

***Deadline for Applications: Thursday, July 12, 2018***

**Applications accepted by email only: [si55plus@mts.net](mailto:si55plus@mts.net)**

*Only those selected for an interview will be contacted.*