

**Manitoba Rural Learning Consortium (mRLC)  
Is Seeking an Administrative Assistant**

The Manitoba Rural Learning Consortium is an innovative and responsive learning organization supporting 25 rural school divisions in addressing the unique challenges facing rural education. mRLC works across and within school divisions in rural Manitoba. Please see [www.mrlc.ca](http://www.mrlc.ca).

The successful individual must have the following attitudes, skills and dispositions:

**Experience**

Understanding of and experience working in the school system, especially in a rural setting.

**General Attributes**

Strong organizational skills with the ability to attend to details

Strong oral and written communication skills in a wide variety of media

Strong formatting skills

Ability to adapt to varying workload according to need

Experience with simple bookkeeping procedures and invoicing

Willingness to work collaboratively

Demonstrated ability to use digital resources and tools to support communication and learning

Starting date for this position will be determined with the successful candidate. The position will be home based with approximately 600-800 hours per year of work.

The closing date for application is April 13, 2018 or as soon as a suitable candidate pool is established. Only those invited for an interview will be contacted.

Please submit a single PDF document that includes your cover letter, resume and two professional references to Keith Murray at [kmurray@manitobarurallearning.org](mailto:kmurray@manitobarurallearning.org)

Questions about this position may also be directed to Keith Murray at [kmurray@manitobarurallearning.org](mailto:kmurray@manitobarurallearning.org).