

Job Posting #2026-030
Internal/External Posting
Posting Date: May 6, 2026
Closing Date: May 13, 2026
Union: Exempt

Student Administrative Assistant
Seasonal Employment Full-Time
40 Hours Per Week

Start Date- June 15, 2026

Term Ending: 6 weeks from start date

Hours of Work: Days, some evening and weekend work may be required

Klinik Community Health is a pro-choice community health centre that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating healthy and engaged communities, we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support and respect.

POSITION SUMMARY

Reporting to the Executive Assistant, the Student Administrative Assistant is responsible for providing administrative support to executive leadership.

The preferred candidate will have excellent organizational skills, a professional work style and contribute to a collaborative team environment. They must have a proven ability to maintain confidentiality when handling sensitive information and confidential documents, have strong written and verbal communication skills and will have a proficiency in MS Office Suite.

They will be responsible for supporting the digital archiving of documents, support transition to SharePoint as a repository, and maintenance of “evergreen” documents of business value.

Who can apply for this job?

To apply for this job, you must:

- **Be aged between 15 and 30 years old on the start date of the job;**
- **Have a valid Social Insurance Number (SIN);**
- **Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada**

QUALIFICATIONS:

- Completed high school education Manitoba Standards, required
- Post-secondary student in Business Administration, or relevant discipline, preferred
- Training and proficiency with computerized systems (Microsoft Office Word, Excel, Access, Outlook, PowerPoint and SharePoint) preferred.

- A combination of education and experience may be considered
- Typing speed 65 wpm
- Excellent verbal and written communication skills with proven ability to interact positively with internal and external stakeholders
- Ability to maintain confidentiality

REQUIREMENTS:

- Satisfactory Criminal Record, Child Abuse and Adult Abuse Registry checks
- Ability to use a wide variety of computer software
- Attention to detail, especially with written work

EXPERIENCE:

- Demonstrated organization skills including the ability to anticipate, plan, initiate and monitor multiple activities, timelines and requirements
- Previous healthcare or non-profit experience preferred
- Excellent interpersonal and administrative skills
- Ability to work in a dynamic, fast-paced environment
- Experience with and commitment to Reconciliation, and to dismantling racism and oppression within policies, procedures and practices.
- Commitment to promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstance

SALARY \$16.50 Per Hour

APPLICATION PROCESS

- Application Deadline: May 13, 2026
- Email cover letter and resume to: jobs@klinik.mb.ca
- Please use “Job Posting #2026-030” in all correspondence

Klinik is committed to working towards having a more equitable and diverse work force at all levels of our organization. We welcome and encourage persons who reflect the diversity of the communities we serve to apply, those who identify as Indigenous, Black, Persons of Colour, 2SLGBTQQA+, and/or those living with disabilities. Applicants are invited to self-declare in their cover letter.

Accommodations are available upon request during the assessment and selection process. Applicants are asked to please self-declare in their cover letter.

Thank you for your interest. Only candidates selected for an interview will be contacted.