

Summer Administrative Assistant (Part-Time)

Mennonite Disaster Service Canada (MDS Canada)



Location: Winnipeg, MB

Term: Start date as soon as a candidate is selected – August 31, 2026

Hours: 2 days per week

Wage: \$19.00/hour

About Mennonite Disaster Service Canada

Mennonite Disaster Service Canada is a volunteer-based organization that responds to natural disasters by rebuilding homes and restoring hope for those affected—especially for individuals and families with limited resources or insurance coverage.

Position Summary

MDS Canada is seeking a reliable and detail-oriented Summer Administrative Assistant to support our team. This role provides valuable experience in nonprofit administration, donor relations, and disaster response coordination.

Key Responsibilities

- Update donor records by following up on returned mail and maintaining accurate database information
- Contact donors by phone or email to express appreciation for their support
- Organize and clean filing systems, including physical and digital records
- Provide administrative support to the Volunteer Manager as needed
- Assist the Operations Manager with tracking vehicle fleet records and organizing project files
- Provide support to the front desk at various times throughout the summer

Additional Responsibilities (as needed)

- One week of working at our MDS National Project in Denare Beach, SK (will be extra hours of work for this week)
 - Assist with administrative coordination during potential emergency responses (e.g., wildfire evacuations)
 - Provide transportation support for board members, guests, or volunteers
 - Create identification badges for leadership volunteers
 - Other duties as assigned
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Qualifications & Requirements

- Minimum age of 19 years
 - Valid driver's license with a clean driving record
 - Ability to obtain a Police Record Check
 - Willingness to sign a confidentiality agreement
 - Strong organizational skills and attention to detail
 - Comfortable communicating by phone and email
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What We Offer

- Meaningful work supporting disaster response and community rebuilding
 - Flexible, part-time summer schedule
 - Opportunity to gain hands-on experience in nonprofit administration
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To Apply

Please submit a brief resume and cover letter outlining your interest in the position to Trevor De Ryck at tderyck@mds.org.