



Administrative Assistant, Mennonite Heritage Archives

Description

Full-Time 1.0 FTE, Full-Time, Permanent

As the Administrative Assistant, you support the daily operations and long-term goals of the Mennonite Heritage Archives. In this role, you are the first point of contact for visitors, researchers, and community members to help ensure the efficient functioning of archival services, contributing to the preservation and promotion of Mennonite heritage and institutional history.

The Administrative Assistant position requires the use of standard office equipment and the ability to sit, stand, and work at a computer for extended periods. This position also requires occasional lifting and moving of archival materials and boxes of up to 50lbs.

Duties

KEY AREAS OF RESPONSIBILITY

- Provide administrative support to the Archivist.
- Process revenue from book and art sales, donations, and other self-generated income sources.
- Prepare bulk mailings.
- Assist with maintaining the Archives reading room and vault.
- Reshelve archival materials, books, and other collection resources.

Closing Date

August 15, 2026

Categories

Business, Finance and Administration

Employer

Canadian Mennonite University

Location

Assiniboine South

Address

500 Shaftesbury Blvd
Winnipeg, R3P 2N2

Job Type

Full-time

Education Level

High School

Email

- Serve as the first person of contact for visitors, researchers, and community members.
- Assist in supervising student employees and volunteers.
- Develop and maintain a working knowledge of CMU departments, Mennonite Church Canada, the Centre for Transnational Mennonite Studies, Mennonite Historical organizations, and Mennonite denominations across Canada, both past and present.
- Handle confidential and sensitive information with discretion and professionalism.
- Assist with plannings and coordinating events, including occasional evening and weekend activities.
- Create, edit, and manage content for the Archives website, social media platforms, and newsletters.
- Assist with the arrangement, description, preservation, and digitization of archival collections.
- Respond to inquiries from students, staff, faculty, visitors, and researchers in-person, by phone, and via email.
- Other duties as assigned.

Qualification

WHAT YOU OFFER

- A commitment to the mission of CMU, and to its service in church and society, Mennonite Church Canada, and Centre for Transnational Mennonite Studies.
- At least two (2) years' experience working in an administrative capacity.
- Undergraduate degree; a combination of relevant experience and/or education may be considered.
- Demonstrate proficiency with Office 365 and the ability to learn new software and technology systems.
- Archival training will be considered an asset.
- Excellent customer service skills with a pleasant and professional manner.
- Strong interpersonal, communication, and relationship-building skills.
- Strong organizational, analytical, and problem-solving skills.

- Ability to work independently and exercise sound judgment with minimal supervision.
- Demonstrated attention to detail and accuracy in recordkeeping and data management.
- Willingness to adapt to new tasks and responsibilities.
- Ability to manage multiple priorities and adapt effectively in a dynamic work environment.
- Archival training an asset.
- Working knowledge of German is considered a strong asset.