LAKE WINNIPEG FOUNDATION

We're hiring!

News
LWF
June 8, 2016
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We’re seeking an enthusiastic, detail-oriented individual to join our team in the position of **Finance & Administration Manager**!

This one-year, full-time term position (with the possibility of extension) is based out of Winnipeg and includes travel to various Lake Winnipeg communities.

The Finance & Administration Manager’s responsibilities will include:

- Financial management and bookkeeping
- Donor database management and communications
- Office reception and management
- Governance support
- Program support

At LWF, we’re passionate about the health of Manitoba’s lakes. We work as a team to foster innovative research, influence public policy and support community stewardship. We’re committed to impactful, collaborative action to ensure our kids and grandkids can enjoy carefree summer days at the lake – just as we have.

Join us in our mission to restore and protect the health of our shared waters!

Full job description is below:

LWF Job Posting - Finance.Administation Manager.pdf

Download (332.77 KB)

Interested applicants should forward their resume and cover letter by email to info@lakewinnipegfoundation.org (Subject line: Finance & Administration Manager).

Applications are due end of day July 12, 2016. Only candidates to be interviewed will be contacted.

Thank you for your interest!

LWF is an equal opportunity employer. Hiring, promotion and compensation decisions are based on assessment of employee skills, ability and experience with respect to the requirements of the position. LWF does not discriminate based on sex, race, ethnicity, gender, sexual orientation, age, religion, marital status or any other factor unrelated to an employee’s performance.

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