

St. Benedict's Foundation Inc. supports St. Benedict's Monastery and its ministries including the formation of new members, ongoing education of Sisters, repair/renovation/maintenance of the complex and grounds as well as the Retreat & Conference Centre by financially supporting some programs.

The Foundation is looking for a Foundation Assistant for 3 days/week.

RESPONSIBILITIES

- manage the day to day operations of the Foundation Office
- maintain donor database
- compile mailing and donor lists and keep them updated
- acknowledge all donations received
- prepare annual memorial service

REQUIREMENTS

- committed, responsible, honest, and enthusiastic, maintains confidentiality
- strong background in computer and keyboarding skills
- especially familiar with Publisher
- organizational skills, public relations
- strong interpersonal and communication skills, both written and verbal
- good time management skills and attention to details.

Hiring immediately. Send résumé to:

Sr. Joan Mormul
225 Masters Avenue
Winnipeg, MB
R4A 2A1
or email to joanmormulosb@gmail.com