



ST. JOHN'S-RAVENSCOURT SCHOOL

PATRON - HER MAJESTY THE QUEEN



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www.sjr.mb.ca

Strive to Excel, Serve with Humility Lead with Integrity

St. John's-Ravenscourt School (SJR) provides a respectful learning community for our students that inspires academic excellence, creative expression, a commitment to active healthy living and social responsibility in order to develop compassionate, confident leaders. SJR is an independent co-educational Kindergarten to Grade 12 university-preparatory day and boarding school. We invite applications for a...

Assistant to the Advancement Office

Full-time ~ Commencing April 2010

Responsible to provide a high level of administrative support to the Director of Advancement and the Advancement Team, you will assist with a variety of tasks in support of the School's Capital Campaign and ongoing fundraising programs.

Highly energetic, you are an out-going individual with a minimum three years of experience in an administrative position, along with extensive meeting and event management experience. You are verbally articulate with excellent writing, editing, and proof-reading skills, able to maintain discretion with respect to confidential information, have advanced computer skills (Microsoft Office and Group Wise), and strong time management skills. Proficient in a fast-paced environment, you are able to record and prepare meeting minutes, assist with the preparation of reports and proposals, multi-task, and work independently and as part of a team. Successful completion of post-secondary education, experience in a not-for-profit setting, and knowledge of Raiser's Edge Software would be considered assets.

Interested candidates should forward a covering letter, résumé and the names of three references, no later than **March 15th, 2010**, to: **Laura Cumming, Human Resources Manager, St. John's-Ravenscourt School, 400 South Drive, Winnipeg, MB R3T 3K5 Fax: 204-477-2480 E-mail: careers@sjr.mb.ca**

SJR encourages all qualified individuals to apply. We thank all those who submit applications; however, only those candidates selected for an interview will be contacted.

