

JOB PROFILE

Job Title	Office Administrator
Department	Finance & Operations
Location	Winnipeg, MB
Classification	Permanent, Full-Time (36.25hrs/week)
Salary	\$66,400 - \$73,000
Reports to	Senior Director – Finance & Operations
Closing Date	January 11, 2026

About CLWR

We're one of Canada's oldest, most trusted humanitarian agencies, but a lot of days, working here feels like a startup. We hope to be the best of both, and we also want CLWR to be the best employee experience you ever have.

We work on some of the most urgent global challenges of our time, facilitating a Canadian response to some of the bleakest situations in the world — like wars in Gaza, Sudan and Ukraine, hunger in South America and East Africa, and refugee crises worldwide.

Like many other international relief and development organizations, we're facing big challenges of our own and navigating serious uncertainty. We're meeting that moment by taking big swings to expand our ability to make a real difference in the world. In our 80th year, we're evolving aggressively with new approaches that are transforming how we work. We combine the nimbleness and optimism of a start-up with the resilience, legacy and partnerships of a storied faith-based movement. We're just the right size to have resources to work with, without endless bureaucracy slowing us down.

Our team is made up of the incredible people who have built a culture of conviction and competence. They're energetic, creative and passionate in their work for a world where people live in justice, peace, and dignity. Whatever your religious background, abilities, race, gender identity, or sexual orientation, if you can match that energy, you'll be a great fit here.

We're sure this can be your dream job — a chance to dedicate your talents to a more just world while being treated and valued as a whole person with a life outside of work: flexible hours, generous compensation, Fridays off in July and August, 100% employer-paid benefits premiums, 8% RRSP matching, and openness to remote and hybrid work arrangements that suit your life. And maybe most importantly, we offer an environment of respect and support from peers and supervisors, and the chance to work with a really special group of people who will no doubt turn into lifelong friends. The folks we partner with across The Lutheran World Federation, Canadian Foodgrains Bank, Humanitarian Coalition, and the Manitoba Council for International Cooperation are all pretty great, too.

We're growing our team to meet growing challenges, and we couldn't be more excited. Join us.

About the Role

The position provides critical support to make sure CLWR's team can do their best work and love their jobs, because someone is thinking about them holistically – from their workspace to their training needs to the culture around them. The office administrator provides support to the Finance and Operations department and plays a key role in coordinating administrative services for the organization. This includes supporting HR functions (like recruitment, onboarding, and helping staff understand CLWR policies and benefits); providing admin support specific to our Winnipeg office (including health and safety, hospitality, and ensuring the success of significant organizational meetings); ensuring staff access to office spaces, equipment and technology; and support for CLWR's Board of Directors.

About the person we're looking for

We're looking for a warm, highly organized administrator who loves making things work smoothly for other people. You've spent a couple of years in roles that combine HR support and office coordination, and you're comfortable being the person others turn to when they're not sure where to go. You understand the basics of HR processes—recruitment, onboarding, benefits and policies—and you care about making those experiences clear, welcoming, and well-documented.

You're the kind of person who notices when something isn't working and quietly fixes it. You're confident with tools like Outlook, Word, Excel, OneDrive, SharePoint and Teams, and you can navigate office equipment, audio-visual setups, and online meeting platforms without much fuss. Whether it's supporting the Executive Director, coordinating with Senior Directors, setting up a hybrid Board meeting, updating an organizational chart, arranging travel, or planning a staff retreat, you take pride in details, timelines, and follow-through. You're able to juggle multiple tasks, keep good records, and you don't mind the practical side of office life—from restocking supplies to moving a box or two when needed.

You bring a genuine, caring presence to your work and you enjoy building relationships across an organization—from Board members and senior leaders to new staff on their first day. Change doesn't throw you; you bring a positive attitude to a fast-paced environment and you're comfortable working independently when needed, while still collaborating closely with colleagues at all levels. This role is based at CLWR's downtown Winnipeg office, with some flexibility for hybrid work during certain periods, and you're willing to pitch in for occasional evenings or weekends when major meetings or events require it. If you're energized by supporting others, creating a healthy workplace, and helping a mission-driven team do its best work, we'd be excited to meet you.

KEY RESPONSIBILITIES

Description	% of Time
<p>Human Resources Administration</p> <ul style="list-style-type: none"> • Coordinate onboarding and offboarding processes, ensuring staff receive required information, equipment, and orientation to CLWR's timekeeping systems and Employee Manual and that they are referred to other internal leads for required training and support • Maintain complete and accurate HR and personnel files, training records, and other documentation • Coordinate recruitment logistics, including scheduling interviews, corresponding with candidates, preparing employment contracts for signature, etc. • Serve as a point of contact with CLWR's third-party HR services providers, and as a day-to-day contact for routine staff questions related to policies, benefits, and general HR procedures. • Help organize staff engagement, morale, and culture-building activities, ensuring events are well-planned, well-communicated, and aligned with CLWR values. 	30%
<p>Office Operations, Facilities & Vendor Coordination</p> <ul style="list-style-type: none"> • Coordinate the day-to-day management of CLWR's office facilities, including coordination with staff in our BC, MB, and ON offices, ensuring workspaces are ready, stocked, and functional for staff. • Coordinate with vendors, service providers, and maintenance contacts for supplies, equipment, repairs, and office services, elevating issues to the Senior Director as needed. • Track and manage office inventory, including supplies, furniture, and shared equipment. • Support preparation for organizational gatherings, planning sessions, and all-staff meetings by managing venue and hotel bookings, materials, refreshments, and technology needs. • Provide administrative support across departments to ensure smooth daily operations and efficient internal processes. 	30%
<p>IT & Equipment Coordination</p> <ul style="list-style-type: none"> • Act as the primary logistical liaison with CLWR's third-party IT provider, coordinating service requests, equipment needs, and user support issues for staff. • Manage the procurement, distribution, tracking, and return of IT equipment (laptops, peripherals, accessories) during onboarding, offboarding, and role transitions. 	15%



Description	% of Time
<ul style="list-style-type: none">• Maintain inventories of IT assets and ensure basic set-up steps are completed before escalating technical issues to the IT provider.• Support organization-wide cyber-security and IT logistics initiatives led by the Senior Director and external provider.	
Governance, Travel & Event Logistics <ul style="list-style-type: none">• Coordinate logistical preparation for Board of Directors meetings, including venue booking, catering, travel arrangements, materials preparation, and day-of coordination.• Coordinate staff and partner travel logistics as required, ensuring alignment with CLWR policies and budget guidance.• Assist in preparing and distributing meeting materials, agendas, and communications for Board, committee, and all-staff gatherings.• Record, save, and distribute meeting minutes of the Board of Directors and other meetings, as needed.• Provide flexible support during high-demand periods, including audits, forecasting cycles, or major events requiring additional coordination.	15%
Other Organizational Tasks <ul style="list-style-type: none">• Contribute to various initiatives as requested by Supervisor• Participate in team meetings, learning initiatives, and strategic planning sessions.	10%

Qualified applicants should email a single PDF document including a cover letter and resume to hr@clwr.org

Closing date is January 11, 2026. Please quote “Office Administrator” in the subject line of your submission. We thank all who apply but will only contact applicants selected for interviews.