The Arthur V. Mauro Centre for Peace and Justice requires a full-time Business/Operations Manager. The appointment is effective September 2, 2014. Reporting to the Director, the Business/Operations Manager oversees human resources, finances and outreach activities.

Responsibilities include:

• Staff coordination and supervision
• Financial oversight and bookkeeping
• Preparation of contracts, reports and grant applications
• Plan and execute events and programs
• Oversee media relations and the Centre’s online presence
• Liaise with the University community and outside agencies

The ideal candidate is a team player, proficient writer and strong organizer. A combination of post-secondary education and relevant experience will be considered. For more details, visit: umanitoba.ca/mauro_centre

Interested candidates must submit a cover letter, a résumé and three references by July 11, 2014 to:
The Chair, Selection Committee
St. Paul’s College, University of Manitoba
210-70 Dysart Road, Winnipeg, MB R3T 2M6

We thank all applicants, only those selected for an interview will be contacted. Applications are encouraged from qualified men and women, Aboriginal persons, persons with disabilities, and visible minorities.