

## 55 Plus (Multi-Sport) Games Assistant

The Manitoba Society of Seniors (MSOS) represents Manitobans age 50 plus by voicing their needs and concerns and by promoting a positive image of older adults in the community.

MSOS seeks a 55 Plus Games Assistant to coordinate the registration process of participants for the annual MSOS 55 Plus Games. This is a 12 week term position, 35 hours per week. Starting date will be last week of March. Duties include data entry, handling registration fees, phoning participants, liaising with coordinators of sporting events and answering inquiries about the 55 Plus Games. The Assistant will also be responsible for completing various tasks assigned by the 55 Plus Games Coordinator.

### Qualifications:

Strong keyboarding/data entry skills  
Proficient in Excel and Word and familiar with databases  
Highly organized and detail-oriented  
Excellent interpersonal, verbal and written communication  
Experience handling money  
Exceptional problem-solving skills  
Self-motivated  
Must be able to multi-task

Wage: \$10/Hour

Please forward your resume by Friday March 16, 2007 to:

55 Plus Games Coordinator  
202-323 Portage Ave.  
Winnipeg Manitoba R3B 2C1  
Fax: 204-943-1290  
Email: [active@msos.mb.ca](mailto:active@msos.mb.ca)

Only those selected to be interviewed will be contacted.