Rural Municipality of Macdonald

We're Hiring: Assistant Coordinator

Macdonald Services to Seniors | RM of Macdonald, Manitoba

Part-time: 10–15 hours per week
Combination of remote and in-person work, with attendance at community programs and events throughout the RM of Macdonald.

Make a difference in the lives of older adults! We're seeking a compassionate, organized and community-minded Assistant Coordinator to help older adults stay independent, connected and engaged.

What You'll Do

- Help plan and deliver programs, activities and special events.
- Support volunteer recruitment, scheduling and communication.
- Promote programs through social media, newsletters and promotional materials.
- Assist with administration, community outreach and program coordination.

What You'll Bring

Strong communication, organization and computer skills; experience with social media; and the ability to work independently and as part of a team. Canva skills and experience with older adults, volunteers or community programs are assets.

Salary: Commensurate with qualifications and experience.

How to Apply

Send your resume and cover letter to **info@macdonaldseniors.ca**.
Application deadline: Friday, November 13, 2026

We thank all applicants; only those selected for an interview will be contacted.