

The StoryBridge Network Volunteer Role Description

This role is particularly suitable for newcomers, students, or early-career professionals interested in gaining Canadian work experience in nonprofit and social enterprise administration.

Role Title: Business Administration Assistant (Internship)

Program Area: Organizational Operations and Administration

Location / Format: Primarily remote with occasional in-person events in Winnipeg

Supervisor: Executive Director

Start Date: As soon as possible

Term Length: Up to one year, with the possibility of renewal following review

Estimated Time Commitment: Approximately 10–15 hours per month

About The StoryBridge Network

The StoryBridge Network is a community-driven organization that uses storytelling and creative expression to foster resilience, inclusion, and social change. Through workshops, storytelling programs, and partnerships with community organizations, StoryBridge creates spaces where diverse lived experiences can be shared and valued.

StoryBridge operates using a collaborative leadership model in which volunteers contribute meaningfully to programs, projects, and organizational development.

We welcome applications from newcomers, youth, and individuals seeking Canadian work experience.

Role Purpose

The **Business Administration Assistant** supports the day-to-day administrative and organizational needs of StoryBridge.

Working closely with the Executive Director and volunteer leadership team, this role helps maintain the systems that allow StoryBridge programs and events to operate effectively.

This internship-style position is particularly suited for individuals interested in gaining experience in nonprofit administration, organizational management, or community program operations.

Key Responsibilities

Responsibilities may include:

- assisting with scheduling meetings and coordinating calendars
 - organizing documents and maintaining shared digital files
 - supporting volunteer recruitment and onboarding processes
 - maintaining basic volunteer or program records
 - assisting with the preparation of program materials and documents
 - supporting logistical coordination for events or storytelling programs
 - assisting with documentation and administrative tasks related to grant-funded programs
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Skills and Qualities

This role is well-suited to someone who enjoys organization and supporting community initiatives.

Helpful qualities may include:

- strong organizational skills
- attention to detail
- ability to manage documents and schedules
- reliability and clear communication
- comfort working independently and collaboratively

Experience with office software such as Google Workspace or Microsoft Office is helpful but not required.

Support and Learning Opportunities

Volunteers in this role will receive guidance and mentorship from StoryBridge leadership.

Opportunities may include:

- gaining practical experience in nonprofit administration
- learning about program coordination and community engagement

- developing organizational and project management skills
 - collaborating with program leaders and volunteers across StoryBridge initiatives
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Volunteer Benefits

Serving as a **Business Administration Assistant** provides an opportunity to gain practical experience in nonprofit and social enterprise operations and organizational management.

Volunteers in this role may gain experience in:

- administrative coordination
- nonprofit operations and program logistics
- volunteer management systems
- documentation and organizational processes

If funding becomes available for certain projects or initiatives, opportunities for honoraria or paid project work may arise, though this is not guaranteed.

Code of Conduct and Confidentiality

Volunteers are expected to uphold StoryBridge's policies and values, including respect for participants, staff, and fellow volunteers.

Volunteers must maintain confidentiality regarding sensitive organizational information and records.

Accessibility and Inclusion

StoryBridge welcomes volunteers from all backgrounds, identities, and abilities. We are committed to creating accessible opportunities and will work with volunteers to support their participation whenever possible.

How to Apply

Interested individuals are invited to complete a volunteer application and provide a short statement of interest describing their interest in the Business Administration Assistant role.

Shortlisted applicants may be invited to an informal conversation to discuss the role and ensure a good fit for both the volunteer and the organization.

For more information, please contact:

Dr. Patlee Creary
Executive Director, The StoryBridge Network
By email: info@thestorybridge.ca