



Manitoba Keewatinowi Okimakanak Inc.

Head Office

Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0

www.mkonation.com

■Thompson Sub-Office

206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office

102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

Employment Opportunity – Winnipeg or Thompson Project Assistant

Manitoba Keewatinowi Okimakanak Inc. (MKO) is seeking a highly motivated and qualified individual for the position of project assistant to work on a project called “*Minoayawin Keewatinowi Askik: Engaging Northern First Nations in Manitoba to increase uptake of COVID-19 vaccines.*”

The project assistant reports to the project manager. The assistant is an integral project member who will support the implementation of community engagement and research.

Duties and Responsibilities:

- Coordinate/oversee logistics for community engagement sessions
- Organize materials and supplies for community engagement sessions
- Monitor project workplan, ensure milestones/timelines are being followed
- Coordinate, compile, and prepare reports for submission
- Research duties to assist in developing environmental scan
- Draft, edit, format, and send correspondence
- Develop materials for engagement sessions, such as posters, website, information sheets, etc.
- Provide Zoom and related technical support: Acting as a “Zoom driver” for community engagement sessions, booking Zoom sessions for events/meetings, etc.
- Collaborate with stakeholders and partners
- Travel to First Nations in Northern Manitoba, must be willing to travel via road, plane, boat
- Work closely with project manager and others to achieve project objectives
- Assist with evaluation of project
- Other duties to be determined

Experience and Qualifications:

- Post-secondary education
- Minimum 1-2 years' experience in a project assistant or administrative role
- Strong initiative and ability to work independently while functioning as part of a team
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Ability to work well under pressure
- Ability to analyze large amounts of information and pay strong attention to detail
- Proficient computer skills, including ability to use Microsoft Office 365, Word, Excel, Power Point, Outlook
- An understanding of the Cree or Dene language is an asset
- Knowledge of the unique issues related to Northern First Nations
- Proof of double COVID-19 vaccination
- Valid driver's license and access to a reliable vehicle
- Knowledge of graphic and/or web design, video production, photography, and/or using Zoom as a meeting platform are assets
- Passion for and knowledge about vaccine uptake and health promotion in First Nations is an asset

Interested applicants, please submit a cover letter, resume by **4:00pm on April 13, 2022**, to:

Dorothy Smith

Email: dorothy.smith@mkonorth.com

Fax: (204) 778-7655

Mail: 206-55 Selkirk Avenue

Thompson, MB R8N 0M5

We thank all applicants for their interest. Only those selected for an interview will be contacted for further review.