



Manitoba Keewatinowi Okimakanak Inc.

Head Office

Nisichawayasihk Cree Nation
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Thompson Sub-Office

206-55 Selkirk Avenue
Thompson, Manitoba
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Winnipeg Sub-Office

Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
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Thompson Urban Aboriginal Strategy (TUAS) Coordinator MKO Thompson Sub-Office – Full Time

Manitoba Keewatinowi Okimakanak is seeking a self-starting, highly motivated and organized individual that will perform the functions of the Thompson Urban Aboriginal Strategy Coordinator. Under the Supervision of the TUAS Chair, the TUAS Coordinator will be responsible for the management, coordination and implementation of the TUAS. Under the direction of the Urban Initiatives Manager the TUAS Coordinator will receive assignments for urban community initiatives and activities.

As the Coordinator, you will:

- Coordinate and provide logistical/administrative support to the TUAS Steering Committee, sub-committees and special projects;
- Provide support and liaise with the Committee Chairperson and Vice-Chairperson, the INAC designate and Committee Members in support of the Urban Aboriginal Strategy;
- Participate in TUAS meeting as an ex-officio member;
- Coordination of monthly TUAS Steering Committee meetings, including;
- Preparing and circulating records of decisions (minutes of meetings);
- Identifying agenda items;
- Conducting preliminary research and analysis of issues in consultation with the Committee Chair and Vice Chair and the INAC designate;
- Preparing briefings, background material and reports;
- Arranging meeting participation and other meeting logistics including hospitality arrangements;
- Developing and editing reports including preparation of reports for presentation to the TUAS Steering Committee including;
- Preparing and distributing meeting invitations, including arranging for public advertising
- Book meeting space, ordering hospitality and other arrangements as required;
- Coordination of logistic and special event implementation;
- Assist with MKO urban initiatives;
- Other administrative duties as assigned.

To this position, you bring:

- Post-secondary education in an administrative field or equivalent
- Minimum 1-2 years of experience in an office/administrative environment
- Excellent writing, oral and inter-personal skills
- Excellent organization skills and the ability to set and priorities
- Ability to work independently and as part of a team
- Proficient computer skills including: Microsoft Office, Excel, Internet, and E-mail
- Willingness to learn different computer programs and procedures
- Must be able to travel and have a valid class 5 drivers licence
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities
- Clear criminal record, child abuse and vulnerable sector checks are required

Salary is dependent upon qualifications and experience. If this sounds like the right fit for you, please email your cover letter and resume by **4:00PM on October 7, 2021** to Dorothy Smith at

dorothy.smith@mkonorth.com.

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