



Manitoba Keewatinow Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY (REPOST)

Administrative & Wellness Liaison

Full Time Position – Thompson, Manitoba

Under the supervision of the Missing and Murdered Indigenous Women and Girls (MMIWG) Liaison Unit Director, the Administrative & Wellness Liaison will provide technical and administrative support to the MMIWG Liaison Unit team while providing culturally responsive and dignified trauma informed health and wellness supports for individuals who have been impacted by the issue of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQIA+ people (MMIWG2S+). This includes providing support to survivors of gender-based violence, families of MMIWG2S+, 2SLGBTQIA+ individuals, and communities who have been impacted by MMIWG2S+. These health and wellness support services are available to anyone affected by the issue of MMIWG2S+ in Manitoba, including all First Nations, Inuit, Metis, Non-Status and non- Indigenous individuals residing in Manitoba.

The incumbent understands the historical context of Indigenous peoples in Canada and how it contributes to the widespread impact of trauma, recognizes the signs and symptoms of trauma, understands considerations needed to contribute to wellness, integrates knowledge about trauma into communications and settings, and understands how to implement into daily practice. The incumbent is required to perform duties that are in keeping with cultural and professional protocols while providing healing and wellness support to individuals impacted by MMIWG2S+ and survivors of gender-based violence.

Role and Responsibilities

- Provide technical and administrative support to the MMIWG Liaison Unit team.
- Provide and/or arrange the provision of short-term safe and culturally appropriate mental wellness supports for MMIWG2S+ families and survivors of gender-based violence, while respecting individual and family beliefs, traditions, customs, and spirituality.
- Maintain office supplies and promotional items inventory for the northern MMIWG Office.
- Provide administrative support when necessary for special projects, conferences, and other directly related activities of the MMIWG program.
- Answer electronic inquiries and relay calls and messages, using digital communication tools to facilitate timely and effective communication.
- Attend community events and gatherings in support of MMIWG2S+ family members.
- Must be willing to participate in Indigenous cultural practices and protocols related to land-based healing and wellness activities.
- Must always maintain a strict adherence to MKO policies regarding the handling of sensitive and confidential information.
- MKO is political advocacy organization that works to represent the leadership and member First Nations. All staff at MKO may be given other duties as assigned that enable MKO to fulfill the mandate and responsibility to its member communities.

Education and Experience

- 2 years experience as an administrative assistant & other certificates/diploma in the Human Service, augmented in the areas of gender-based violence, crisis intervention, individual/group counselling, and community development will be considered.
- Experience, understanding and respect of First Nations Cultural practices, Traditional ways of life.
- Post-secondary education or training in a related field would be considered an asset.
- Ability to set priorities, handle multiple tasks simultaneously and meet deadlines.
- Demonstrates strong initiative with the ability to work independently while functioning as part of a team.

- Proficiency with MS Office, Internet, E-mail and other business-related computer software is required.
- Excellent organizational skills, attention to detail and follow through.
- A sensitivity and understanding of culture, language and issues relevant to First Nation communities.
- A valid class 5 driver license.
- Must have the ability to work independently.
- The ability to adapt to evolving responsibilities and be willing to expand capacity as the job requires.
- Produce a satisfactory criminal record and vulnerable sector checks.
- Clear Child Abuse Registry check is required.
- A willingness to travel.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by **4:00 p.m. on March 10, 2025** to:

Human Resources at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter.

No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com