



Manitoba Keewatinowí Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY **Administrative Assistant** **(MKO Family First Nation Secretariat)** **Full Time – Winnipeg, MB**

Manitoba Keewatinowí Okimakanak Inc. (MKO) is seeking an organized, highly motivated, experienced individual to provide administrative support to the MKO Family First Nation Secretariat (the Secretariat). Under the direction of the Senior Policy Advisor for Child Welfare, the Administrative Assistant will work in a fast-paced environment and provide administrative and office support for staff. All work will be carried out in a manner consistent with MKO's policy and Indigenous culture and values.

Roles and Responsibilities

- Provide technical and administrative support to the Secretariat staff;
- Track and monitor expenses related to the operation of the Secretariat;
- Coordinate travel logistics for Secretariat staff;
- Assist Secretariat staff in processing payment requisitions and purchase order requests;
- Compile and prepare materials for conferences, Chiefs Assemblies, and meetings;
- Provide support to the Secretariat in maintaining the electronic filing system;
- Maintain office supplies and promotional items for the Secretariat;
- Provide administrative support in meetings as necessary;
- Support the coordination and planning of various meetings and events;
- Provide administrative support at conferences, Chiefs Assemblies and other events;
- Must maintain strict adherence to MKO policies regarding the management of confidential and sensitive 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

- Minimum 3 years of experience in an office/administrative environment;
- Post-secondary education in business administration or equivalent;
- 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 current police security clearance and satisfactory criminal records check including clearance to work with vulnerable men, women, youth and child intervention;
- Satisfactory child abuse registry check;
- A valid class 5F driver license;
- A willingness to travel.
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities.

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 May 26, 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