



Manitoba Keewatinowi Okimakanak Inc.

Head Office

Nisichawayasihk Cree Nation
Nelson House, Manitoba
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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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EMPLOYMENT OPPORTUNITY

Administrative Assistant

Mental Wellness Program

Full-Time Position | Thompson, Manitoba

Manitoba Keewatinowi Okimakanak Inc. is seeking an organized, motivated individual to work under the supervision of the Mental Wellness Manager. The successful incumbent will be responsible for providing administrative support to the Mental Wellness Manager and keep the program coordinated and provide additional supports with the Mental Wellness Program in the areas development and implementation of office procedures and systems and assist with monitoring and maintain various filing and databases.

Roles and Responsibilities

- Provides technical and administrative support to the Mental Health Wellness Manager regarding service agreements of Mental Health Wellness Program with independent contractors or other contracted service providers.
- Tracking, monitoring and follow up of quarterly reports and payments with Wellness Team service providers.
- Maintain a data base of capacity development needs for Mental Health Wellness Program.
- Maintaining a directory of key stakeholders and community resources within Manitoba First Nation communities.
- Facilitates travel expense claims, invoices, and payments in conjunction with the finance department.
- Facilitates bulk correspondence on behalf of the Mental Health Wellness and Mobile Crisis Response Team members.
- Preparation of materials for conferences, assemblies, meetings, and training events.
- Maintaining the filing system and current electronic forms for the Mental Health Wellness Teams and the Mobile Crisis Response Team.
- Ordering and maintaining supplies and promotional items for the Mental Wellness Program.
- Must maintain a strict adherence to MKO policies regarding the handling of sensitive and confidential information at all times.
- Assists other team members and carries out other duties as needed and assigned.

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.
- Advanced organizational and time management skills including the ability to manage multiple priorities while working in a fast-paced environment.
- Strong interpersonal skills, including the ability to build and maintain positive working relationships and work with a variety of people, groups, and organizations.
- Proficiency in Microsoft Office software.
- Must possess a valid driver's licence and be willing to travel.

- Must be able to obtain a satisfactory Criminal Record Check (including Vulnerable Sector Search), a satisfactory Child Abuse Registry Check and a satisfactory Adult Abuse Registry Check upon hiring.

Salary is dependent 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 **July 19, 2024** 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