



Manitoba Keewatinowi Okimakanak Inc.

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Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
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Employment Opportunity Administrative Assistant – Traditional Healer Program REPOST- Full Time Position- Thompson, Manitoba Closing- OPEN UNTIL FILLED

Under the direction of the Traditional Healers Program Manager, the Administrative Assistant, will provide administrative support for Traditional Healers Program employees.

Roles and Responsibilities

- Provides technical and administrative support to the Traditional Healers Program staff.
- Tracking, monitoring and follow up of expenses related to the operation of the Traditional Healers Program.
- Maintaining a directory of key stakeholders and community resources within Manitoba First Nation communities.
- Arranges travel logistics of the deployment plan for the Traditional Healers Program and communicates logistics accordingly.
- Facilitates travel expense claims, invoices, and payments in conjunction with the finance department and provides Traditional Healers Program Manager copies of related travel expense claims.
- Facilitates correspondence on behalf of the Traditional Healers Program members, if necessary, with input and guidance from the Traditional Healers Program Manager.
- Preparation of materials for conferences, assemblies, meetings, and training events.
- Provide support to the Traditional Healers Program in maintaining the electronic filing system.
- Maintain office supplies and promotional items inventory for the Traditional Healers Program.
- Provide administrative support in meetings as necessary at the direction of the Traditional Healers Program Manager.
- Must maintain a strict adherence to MKO policies, regarding to 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.
- 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 5 driver license.
- 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:

Shawna Flett at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. 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