



# Manitoba Keewatinowi Okimakanak Inc.

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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  
R3H 0B1

## **Employment Opportunity** **Administrative/Logistical Coordinator Assistant** **Full Time Term Position March 31, 2025 - Winnipeg or Thompson Office**

Manitoba Keewatinowi Okimakanak Inc (MKO) is hiring an Administrative/Logistical Coordinator Assistant to support the direction of the MKO Path Forward for Investigations of Former Indian Residential School Sites (Path Forward Project). Under the direction and supervision of the Project Manager, the Administrative/Logistical Coordinator Assistant will provide administrative support to our Path Forward Project team and perform coordination of logistics when needed. The successful candidate will be highly motivated to perform tasks on a timely manner and passionate about supporting Indian Residential School Survivors and their affected family members.

### **Roles and Responsibilities**

- Support the coordination of various meetings and events;
- Schedule and confirm meetings/invitations for the Path Forward Team;
- Draft logistical documents such as agendas, schedules, and posters;
- Arrange travel, reservations, and booking meeting spaces;
- Attend various online and in-person meetings and record minutes upon request;
- Compile information and data and assist in the preparation of reports, briefs, and materials as required;
- Develop, maintain, and distribute digital templates to support effective reporting, planning, and correspondence;
- Answer electronic inquiries and relay calls and messages, using digital communication tools to facilitate timely and effective communication;
- Develop a contact list for Path Forward Team and maintain updated information;
- Provide administrative support when necessary for special projects, conferences, workshops, and other directly related activities of the Path Forward Project;
- File, copy, label confidential documents on desktop cloud space;
- Order office supplies and maintain inventory;
- Creating word templates and excel spreadsheets;

- Perform other duties as assigned.

### **Education and Experience**

- Certificate/Diploma in Business Administration or two-years administrative experience;
- Excellent grammatical skills and proficiency in technical and plain language writing;
- Experience and/or knowledge working with First Nations communities;
- Excellent interpersonal and cross-cultural skills to work within a First Nations environment;
- Flexibility to travel by air, road, boat, skidoo to First Nation communities throughout Manitoba;
- Proficiency in Microsoft Office software applications and other online applications and tools;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Possess a valid Class 5F Manitoba driver's license and have access to a reliable vehicle;
- A sensitivity and understanding of culture, language and issues relevant to First Nations communities;
- Satisfactory criminal and vulnerable sector check clearance;
- Preference will be given to First Nations applicants.

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 PM on January 3, 2024** to:

Elaine Paisley at [employment@mkonorth.com](mailto: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.*