



Manitoba Keewatinowí Okimakanak Inc.

Head Office

Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0

www.mkonation.com

Thompson Sub-Office

206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office

Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

EMPLOYMENT OPPORTUNITY

Administrative Assistant, Justice Program Full-Time Position | Winnipeg, MB

Manitoba Keewatinowí Okimakanak Inc. is seeking an organized, motivated individual to work under the supervision of the Justice Program Manager. The successful incumbent will be responsible for providing administrative support to the Justice Program Manager, Justice Program employees and at times, assist in other MKO organizational initiatives.

Roles and Responsibilities

- Provides high level administrative support to ensure efficient operation of the Justice Program;
- Answer phone calls, schedule meetings and support Justice and other MKO staff;
- Make travel arrangements for staff;
- Maintain database by entering new and updated information for statistical reporting purposes;
- Develop and maintain a paper and electronic filing system;
- Coordinate and compile and prepare reports for submission;
- Ability to travel is required;
- Must maintain a strict adherence to MKO policies regarding the handling of sensitive and confidential information at all times;
- Assists other team members and carry out other duties as needed and assigned.

Education and Experience

- Post-secondary education in an administrative field or equivalent;
- Minimum 1-2 years' experience in an office/administrative environment;
- Proficient computer skills including: Microsoft Office 365, Word, Excel, Power Point and Outlook;
- An understanding of First Nation language, Inherent and Aboriginal Rights and of the unique issues related to Northern First Nations;
- 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 **September 17, 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 Keewatinowí 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