



Manitoba Keewatinowi 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 – MMIWG Full Time Position – Winnipeg, Manitoba

Under the direction of the MMIWG Liaison Director, the Administrative Assistant, will provide administrative support for MMIWG unit employees.

Roles and Responsibilities

- Provides technical and administrative support to the MMIWG unit staff;
- Tracking, monitoring and follow up of expenses related to the operation of the MMIWG unit;
- Maintaining a directory of key stakeholders and community resources within Winnipeg and Manitoba First Nation communities;
- Arranges travel logistics of the deployment plan for the MMIWG unit and communicates logistics accordingly;
- Preparation of materials for conferences, assemblies, meetings and training events;
- Provide support to the MMIWG unit in maintaining the electronic filing system;
- Maintain office supplies and promotional items inventory for the MMIWG unit;
- Provide administrative support in meetings as necessary;
- Must maintain a strict adherence to MKO policies regarding to the handling of sensitive and confidential information at all times;
- Support the coordination of various meetings and events;
- Provide administrative support when necessary for special projects, conferences, and other directly related activities of the MMIWG unit.
- Answer electronic inquiries and relay calls and messages, using digital communication tools to facilitate timely and effective communication;
- 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 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 **4:00 p.m.** on **March 22, 2024** to:

Elaine Paisley 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