



Niiwin Wendaanimok Limited Partnership
Employment Opportunity
Executive Assistant

Location: Kenora Region and Member Communities

Overall Role:

The Executive Assistant will provide a wide range of administrative and office support activities/duties for the Niiwin Wendaanimok Partnership. They will assist with the facilitation of and efficient operation of the Niiwin Wendaanimok office.

Reporting to the Process Coordinator, the Executive Assistant will provide executive office support to the Process Coordinator, Board of Directors, and Technical Team.

Skills & Qualifications:

- Experience working in an office setting.
- Working knowledge of Microsoft products/programs.
- Experience organizing events and meetings.
- Strong communication skills.
- Knowledge of Anishinaabe language and local community is preferred.
- Valid driver's license and ability to travel.
- Diploma or Post-Secondary Degree in Business, Administration or Office Management is preferred. Equivalent work experience will be considered.

Duties:

- The Executive Assistant is responsible to lead, coordinate and support the administrative tasks of the Executive Office, often of a confidential nature.
- The Executive Assistant will attend all Board of Director and Technical Team meetings, Sub-Committee meetings, prepare documentation, and will follow up on all action items required.
- The Executive Assistant will arrange travel and coordinate all Board of Director and Technical Team meetings, prepare documentation, and record meeting minutes and maintain the minute book.
- Other duties include the preparation and distribution of correspondence, reports and documents and the collection of relevant information for complex issues within Niiwin Wendaanimok.
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- Maintain and retrieve documents from the filing system.
- Prepare written responses to routine enquires.
- Other duties as required.

Compensation:

The salary range for this position is \$55,000 to \$60,000 plus benefits, depending on qualifications and experience.

Along with a resume and cover letter, applicants must submit a current copy of their vulnerable sector check and two references.

Application packages can be mailed or emailed to:

HIRING COMMITTEE
Niiwin Wendaanimok Management Inc.
PO BOX 301
Kenora, ON
P9N 3X4
E-mail: sgratton@niiwinwendaanimok.com

CLOSING DATE: OPEN UNTIL FILLED

Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.

The Niiwin Wendaanimok (Four Winds) Partnership is an Indigenous owned and operated corporation dedicated to providing construction contracting and environmental monitoring services in Treaty 3 territory with a mandate to employ Anishinaabe workers and assets in development projects and ensure Anishinaabe laws and voices are respected in development within their territory. The Partnership is made up of representatives from the four communities of Wauzhushk Onigum Nation, Washagamis Bay First Nation, Niisaachewan Anishinaabe Nation and Shoal Lake 40 First Nation.