



Niiwin Wendaanimok Limited Partnership
Employment Opportunity
Office Coordinator

Location: Kenora Region and Member Communities

Overall Role:

The Office Coordinator 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 Office Coordinator 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 as well as web page administration.
- 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:

- assisting the organization's HR and finance functions by keeping personnel records up to date, updating financial documents, and ensuring that health and safety policies are up to date
- Administrator to our HR Software Systems
- Process travel claims, reimbursements, and purchase orders
- Reconcile bank accounts monthly
- Administrator to Niiwin Wendaanimok website, compiling and distributing information such as website and social media analytics
- Administrator of Niiwin Wendaanimok's social media pages, monitoring social media accounts, creating content and responding to messages
- Facilities management overseeing and agreeing contracts and providers for services including security, parking, cleaning, catering and IT
- Create documents for distribution/communication – newsletters, event posters, calendars
- Coordinate and assist in meetings when required, record meeting minutes when required
- Assist in organizing company events, ceremonies, and conferences
- Perform additional duties as required.

Compensation:

The salary range for this position is \$60,000 to \$65,000 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.