

NATIVE ADDICTIONS COUNCIL OF MANITOBA

Employment Opportunity Executive Assistant Full-Time Permanent Position

Native Addictions Council of Manitoba (NACM) invites you to apply for a unique opportunity for Executive Assistant. Reporting directly to the Executive Director, the Executive Assistant will be responsible to prepare and edit all correspondence, communications presentations, and other documents for the Executive Director. The EA will act as the point of contact among executives, employees, relatives, external partners and responsible for the overall care and communication with the Board of Directors. Additionally, the EA will manage information, calendars, set up meetings, prepare travel/accommodation arrangements, and expense forms as required.

The EA will have a Degree/Diploma or Certificates in Administrative Field with a grade 12 High School Diploma. The EA must have robust communication and writing skills with strong attention to detail. The successful candidate will have the ability to work on multiple tasks, meet tight deadlines and should have a minimum of 5 years' experience in the administrative field. Having the ability to speak and understand a First Nation's language is considered an asset. EA will have a strong knowledge of Traditional Indigenous healing practices and culture. EA must have computer literacy with knowledge of Microsoft Applications, as well as have strong knowledge of Human Resources and Benefits/Pension Administration. It is important that the successful candidate conduct themselves by the Seven Sacred teachings: Love, Respect, Courage, Honesty, Wisdom, Humility, and Truth.

A valid driver's license with a reliable vehicle, a clear driver's abstract and two years of sobriety and substance free lifestyle. A combination of relevant education and experience will be considered. All employees are subject to a Criminal Record Check with a Vulnerable Sector Search, Child Abuse Registry Check, Adult Abuse Registry. For the successful candidate we will require that we have received the background checks prior to start date or indication that they have been applied for with receipt.

If you would like to join our growing team of dedicated professionals as the Executive Assistant, please email your cover letter and resume by 4:00 pm, November 14, 2022.

Apply in writing or email:

Attn: Human Resources
Native Addictions Council of Manitoba
160 Salter Street
Winnipeg, Manitoba R2W 4K1
Email: HR@nacm.ca

NACM VALUES ACHIEVING EMPLOYMENT EQUITY AND LIVED EXPERIENCE therefore candidates are encouraged to indicate in their cover letter if they are of Indigenous ancestry. *We thank all applicants and advise that only those selected for further consideration will be contacted.*

Open Date: September 27, 2022

Closing Date: November 14, 2022 @ 4:00 p.m.