



DAKOTA OJIBWAY TRIBAL COUNCIL – ON-RESERVE HOUSING EMPLOYMENT OPPORTUNITY

POSITION: Administrative Assistant
Dakota Ojibway Tribal Council (DOTC) – On-Reserve Housing

LOCATION: DOTC Head Office – Portage La Prairie
230-5010 Crescent Road West, Keeshkeemaquah, MB R1N 4B1

CLOSING DATE: Thursday, June 1, 2023 @ 4:30 p.m.

ADMINISTRATIVE ASSISTANT

The Administrative Assistant plays an integral part to the On Reserve Planning and Policy Coordinator and is responsible for providing administrative and clerical services to ensure effective and efficient operations.

KEY RESPONSIBILITIES:

- Provide administrative support to the On Reserve Planning and Policy Coordinator
- Develop and implement data collection systems and data analytics that optimize statistical efficiency and quality
- Covert housing data to stats, graphs and written reports.
- Compile and organize information on Housing Programs and Policies.
- Assist in sourcing community housing types, plans, infrastructure layouts, local assets, social amenities, and GIS maps

QUALIFICATIONS: (including, but not limited to)

- Minimum Grade 12 completion with a Post-Secondary Education preferred
- Minimum two years of Administrative Assistant experience
- Minimum two years' experience working with First Nations communities and/or Tribal Council
- Ability to work independently
- Good organizational, time management and prioritizing skills
- Proficiency in Microsoft Office, Apple products, photocopier and other basic equipment

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle
- Must be able to work flexible hours and travel extensively within the DOTC region

We thank all who apply and advise that only those selected for an interview will be contacted.

Interested applicants are invited to forward a resume and cover letter, including two (2) references to:

DAKOTA OJIBWAY HEALTH SERVICES

Attn: Erica Nicholson

Email: humanresource@dotc.mb.ca

Ph: (204) 239-8650 Fax: (204) 857-6037

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FURTHER PROCESS OF
APPLICANT CONSIDERATION.**