



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION: Logistics Coordinator
Dakota Ojibway Health Services (DOHS) – Logistics

ADVERTISEMENT #: 2627-01

LOCATION: Dakota Ojibway Health Services
200-200 Alpine Way, Headingley, Manitoba

SALARY: Based on education and experience

INTERVIEWS: To be determined

CLOSING DATE: Tuesday May 5, 2026 @ 4:30pm

LOGISTICS COORDINATOR

The DOHS Logistics Coordinator leads the logistics team and provides detailed coordination of complex operations involving administrative, management, and coordination services for 10 Manitoba Regional Advisory Committees as well as any additional events and new committees. Each committee's primary focus is in First Nation Health services.

KEY RESPONSIBILITIES:

- Provide management, administration, and coordination for the Logistics & Coordination program committees and events.
- Supervise and support the Logistics & Coordination program staff.
- Coordinate meeting/event scheduling and arrangements with committee approval; communicate meeting/event arrangements to the appropriate participants. Oversee event/meeting registration. Provide event/meeting support.
- Prepare meeting documents/material. I.e. agendas, meeting minutes, committee binders, and letters. Assist with completion of committee work including work plans, proposals, budgets etc.
- Oversee and maintain up-to-date committee membership lists and terms in accordance with each committees Terms of Reference.
- Maintain an accurate paper/electronic filing system and database for each committee/event.
- Oversee & process committee/event finances; maintain an accurate paper/electronic financial filing system. Prepare and present regular financial updates.
- Prepare and present regular updates from each committee.
- Oversee, edit, and provide support for committee websites.

QUALIFICATIONS: (including, but not limited to)

- Grade 12 Diploma or equivalent; Certificate/Diploma in related field preferred
- Minimum 2 – 3 years' experience as an Executive/Administrative Assistant.
- Must have a high level of technology experience/ability specifically with Apple products/software, Microsoft office software, and website development.
- Must have knowledge and experience with financial oversight/coordination and budget preparation.
- Must be highly skilled in preparing and transcribing meeting minutes.
- Knowledge of Manitoba First Nation communities & tribal councils would be an asset.

- Knowledge of the health care system and Indigenous Services Canada (ISC) Programs & Directorates would be an asset.
- Excellent communication and interpersonal skills including ability to work in a team environment are necessary.
- Strong organizational and time management skills

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle
- Travel extensively throughout region

Dakota Ojibway Tribal Council offers the following: to employees whom work a minimum 25 hours/week

- Benefit Program (Extended Health, Dental, Vision, LTD)
- Employee Assistance Program
- Employer Matched Pension Plan (eligible after six months of continuous employment)

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) reference to:

DAKOTA OJIBWAY HEALTH SERVICES

Attn: Human Resource Coordinator

Ph: (204) 988-5370

Fax: (204) 947-5179

Email: theresam@dohs.ca

The successful candidate will be responsible for providing a criminal records check & Child Abuse Registry Check

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