

Rainy River First Nations – Job Posting

HISTORICAL CENTRE ADMINISTRATIVE ASSISTANT – MARCH 2024

Full-Time



Reporting directly to the Historical Centre Administration Manager, the administrative assistant provides support services to the Kay-Nah-Chi-Wah-Nung historical centre's programs and services, with a focus on administrative functions.

Primary Accountabilities Include:

- The Administrative Assistant will be responsible for the Kay-Nah-Chi-Wah-Nung Historical Centre filing system, including personnel files.
- Provides direct support to the Administration Manager in daily planning. The Administrative Assistant shall, in the absence of the Administration Manager, be responsible for the direction of staff and all public inquiries.
- Is responsible for ordering all food, restaurant, and office supplies, as required.
- Will assist in daily light housekeeping duties when requested.
- Is required to track and monitor all incoming grant funds in addition to expenses applicable to that grant's expenditures.
- Is responsible for maintaining and governing the food bank, including coordinating intake and delivery of food services.
- Prepares all invoices for services provided by the Kay-Nah-Chi-Wah-Nung Historical Centre and ensures payments are received and recorded correctly.
- Will ensure that all deposits provided to the Finance Department are recorded in accordance with the established procedures.
- Will provide direct support to the Education Programmer, assisting in the organization of events and programming delivery, if required.
- Will provide assistance in the organization of traditional events.

Position Requirements:

- Diploma in Office Administration or Equivalent
- Minimum five years' experience in an office setting and proficient in the use of software programs including Microsoft Office (ie. Word, Excel, and Power Point)
- Must be comfortable in an isolated location, oftentimes working independently
- Criminal record check and vulnerable sector screening
- Valid driver's license and satisfactory driver's abstract
- Adherence to Rainy River First Nations' drug testing policy

Perks & Benefits

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca by **March 15, 2024**. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

