

Rainy River First Nations – Job Posting

KAY-NAH-CHI-WAH-NUNG HISTORICAL CENTRE

ADMINISTRATIVE SUPPORT COORDINATOR



Full-Time Permanent
Please apply by April 17th, 2026

The Administrative Support Coordinator plays a key role in the day-to-day operations of the Kay-Nah-Chi-Wah-Nung Historical Centre by providing administrative, visitor service, and program support. This position is responsible for coordinating bookings and tours, responding to general inquiries, supporting financial and administrative processes, and assisting with visitor-focused activities and events.

This is a multifaceted, team-based role that requires flexibility, strong customer service skills, and a willingness to support other areas of the Centre when needed, including assisting with front-of-house and food service operations during peak periods or staff shortages. This position requires full understanding and active participation in fulfilling the mission of the organization. It is expected that the employee demonstrates behavior consistent with the core values and support of our strategic plan.

PRIMARY ACCOUNTABILITIES

Administrative & Office Support

- Coordinate and schedule group bookings and guided tours
- Monitor and maintain the Historical Centre's general inbox and respond to inquiries in a timely and professional manner
- Provide administrative support including data entry, filing, record-keeping, and document preparation
- Process invoices, track payments, and assist with basic bookkeeping tasks
- Liaise with vendors and suppliers regarding invoices, orders, and service coordination
- Support internal administrative processes and reporting as required

Visitor Services & Programming

- Act as a first point of contact for visitors, providing welcoming, informative, and culturally respectful service
- Assist with planning, coordinating, and leading engaging recreational activities, programs, and events for visitors
- Support special events, group tours, and community programming as needed
- Promote a positive visitor experience that reflects the values and history of the site

Team & Operational Support

- Work collaboratively within a multifaceted team to support daily operations
- Participate in cross-training and assist other departments as required, including waitressing or front-of-house support during busy periods or staff shortages
- Communicate effectively with colleagues to ensure smooth coordination of schedules, events, and visitor services
- Support operational needs of the facility while adhering to safety and organizational procedures

POSITION REQUIREMENTS

- Experience in administrative, reception, or customer service roles
- Strong organizational skills and ability to manage bookings and schedules
- Proficiency in Microsoft Office (Word, Excel, Outlook); bookkeeping experience is an asset
- Ability to communicate professionally by email, phone, and in person
- Team-oriented, flexible, and willing to assist in other areas when needed (including front-of-house support)
- Customer service-focused with a respectful, welcoming approach
- Knowledge of Rainy River First Nations, Treaty #3, and Anishinaabe culture is an asset, or a willingness to learn

- Strong customer service orientation with the ability to interact professionally with the public
- Excellent organizational and time-management skills
- Ability to work effectively both independently and as part of a team
- Strong written and verbal communication skills
- Attention to detail and ability to manage multiple tasks
- Ability to adapt to changing priorities and support different functional areas
- Demonstrated respect for confidentiality, cultural values, and organizational policies
- Working knowledge of MS suite including MS Word, Excel and PowerPoint
- Respects the beliefs, culture and ethnic heritage of others
- Strong understanding of confidentiality and organizational privacy standards

Additional Requirements:

- Satisfactory Criminal Record Check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract with access to reliable transportation to and from work.
- Adherence to Rainy River First Nations' Drug Testing Policy.
- Adherence to Rainy River First Nations' Oath of Confidentiality.
- Abide by the Rainy River First Nations Personnel Policy.

WORK ENVIRONMENT

- May include evenings, weekends, and special events as required
- Manual dexterity required to use office equipment and computer systems
- Occasional lifting or moving of materials up to 25 lbs
- Standing and walking may be required during events or visitor service duties

PERKS & BENEFITS

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

- 2 weeks paid vacation
- 2 weeks paid Christmas closure
- 100% employer-paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year
- Ten (10) paid sick days per year

How to Apply:

Please submit a cover letter and current resume to: hr@manitou Rapids.ca by April 17th, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

2025 - 2028

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

