



Keewatinohk Inniniw Minoayawin Inc.

Northern Peoples' Wellness

Employment Opportunity
Executive Assistant to Chief Strategic Officer
Health Transformation
Based in Winnipeg, MB

The KIM team invites applicants to apply for the following exciting opportunity!

Supporting the CSO who is primarily focused on trilateral and multilateral health transformation partnerships, strategic organizational development, and governance model oversight; the Executive Assistant will function at a high standard in a fast-paced environment will provide a high standard of administrative support while demonstrating a strong work ethic, reliability, and a high level of professionalism. The role must adhere to strict confidentiality guidelines as they will be working with sensitive documents and information. All work will be carried out in a manner that is consistent with First Nations cultures and values.

The ability to speak one of the northern First Nations languages is desirable. Candidates with roots to a northern First Nation community is an asset.

The successful candidate will be responsible for:

- Providing support to the CSO by maintaining CSO's documents, logs and files, and an effective electronic filing system, including office flow procedures
- Developing and managing the calendar for CSO, ensuring that all appointments, meetings, engagements and deadlines are effectively met and scheduled.
- Ensuring all administrative tasks and activities pertinent to the CSO are effectively managed.
- Managing document flow and preparing reports, general correspondence, documents, briefing notes and presentation materials, preparing meeting minutes, and providing drafting and proofing support for letters, memos, speeches, presentations and other correspondence.
- Acting as a liaison with other senior managers, responding to queries and requests tactfully and diplomatically from internal and external stakeholders, clients; including screening and directing calls in a timely and effective manner, and escalating when required.
- Providing other essential administrative support including, preparing conference rooms for meetings, teleconferences and video conferences, coordinating travel, and processing incoming and outgoing mail, including electronic mail, and as a member of a dedicated team, may be responsible for other duties as assigned from time to time.

The successful candidate will possess the following qualifications:

- Business Administration Diploma, Administrative Support Certificate, or similar equivalent.
- Extensive experience working directly with executive level personnel in either governance and/or intergovernmental environments. C-Suite support experience is desired.
- Advanced computer skills with various software including Microsoft Office, (Teams, Word, Excel, PowerPoint, Outlook), Adobe Pro and Zoom.
- Possess strong critical thinking, writing, and interpersonal communication skills.
- Demonstrated accuracy, time-management, and organizational skills.
- Experience synthesizing information and preparing minutes.
- Ability to take initiative and work independently.
- Experience maintaining confidentiality and demonstrating business professionalism.
- Sensitivity and understanding of culture, language, and issues and strengths of the northern First Nation communities.
- Demonstrated commitment to culturally safe, trauma-informed, member-centered, harm reduction, and recovery-oriented practices.
- Knowledge of health care services is desired.

The following are considered conditions of employment:

- Must be able to lift and carry 10-25lbs and be comfortable walking, sitting, and standing for increments of up to 20 minutes.
- Satisfactory criminal record/vulnerable persons/child abuse registry checks will be required.
- Must be able to travel throughout Canada, and Northern Manitoba on occasion, with appropriate notice, by air, land, and boat.
- Employee must be eligible to work in Canada.

For more information or to join our growing team of experts, please submit your resume and cover letter to Trenton Schreyer at trenton.schreyer@kiminoayawin.com
Applications will be accepted by email until **Monday July 21st, 2025, at 4:30pm.**

Established in January 2020, Keewatinohk Inniniw Minoayawin (KIM) is a northern First Nations-led aggregate health organization that will work to transform health and wellness services and improve health outcomes for First Nations people. We offer a competitive compensation and benefits structure, and opportunity for advancement.