



Shooneyaa Wa-Biitong Employment Opportunity

Receptionist/Administrative Assistant – Kenora Office

37.5 hours/week, Monday – Friday

Contract: March 2026 – March 31, 2027, with an intensive three-month probationary period, after which the position may transition into a full-time, permanent role.

Hourly Rate of Pay: \$22.00 - \$25.00

Position Overview:

The **Receptionist/Administrative Assistant** position is responsible for greeting and providing intake or referral services to clients at the Head Office in Kenora, Ontario. This includes managing incoming calls for both offices and performing general reception and administrative duties. The role also supports program operations through various administrative tasks and helps market Shooneyaa Wa-Biitong's programs and services to the Treaty #3 communities and region. Additionally, the position requires efficient use of computer programs to contribute to the overall success of the organization.

Core Responsibilities:

- Administrative Support and Team Collaboration
- Inventory and Supplies Management
- Reception and Communication
- Confidentiality and Professionalism

Qualifications:

- Knowledge and experience working within an Anishinaabe organization within Treaty #3
- Demonstrated skills in using multiline phone system
- Proficient in Microsoft Office 365 and its applications and general office equipment
- Knowledge of record management, manual filing system experience, and electronic filing experience
- Knowledgeable of office procedures to contribute to Team success effectively and efficiently
- Demonstrated written and verbal communications skills
- Demonstrated organization skills, with the ability to multi-task and meet deadlines
- Must be time efficient and dependable
- Knowledge of the Anishinaabe language and culture an asset
- Valid driver's license as some local travel will be required

Application Instructions: Please submit your cover letter, resume and three (3) work-related references with permission to contact to:

Melanie McPherson, Administrative Lead, Shooneyaa Wa-Biitong

email: melanie.mcpherson@shooneyaa.org **Subject Line:** Receptionist/Administrative Assistant

This position is open until a suitable candidate is selected. We thank all applicants but only those selected for an interview will be contacted. Interviews are in person only.