



***Island Lake First Nations Family Services***  
*is seeking applicants for a*  
***Administrative Assistant – Winnipeg Sub Office***  
***1 TERM POSITION – 3 MONTHS***

**BACKGROUND**

Island Lake First Nation Family Services was originally established and operated under the auspices of the Awasis Agency of Northern Manitoba on April 30, 1983. On April 21, 1997, Island Lake First Nation Family Services was incorporated as its own agency.

Island Lake First Nations Family Services consists of four communities: Garden Hill First Nation, St. Theresa Point First Nation, Wasagamack First Nation, and Red Sucker Lake First Nation with the total population of well over 10,000 people.

**SUMMARY:**

Under the supervision of the Unit Supervisor the Administrative Assistant provides confidential administrative support to the assigned programs and teams. The incumbent will ensure that administration functions are managed in a manner that is consistent with the mission, vision, philosophy, and policies of the organization.

**KEY RESPONSIBILITIES:**

- Provides administrative support to the various units and programs.
- Types, edits, formats, and transcribes reports, forms, correspondence, files, recording, minutes, case planning notes and other material as assigned.
- Photocopies, faxes, and other administrative duties as assigned.

**QUALIFICATIONS:**

- Graduate of a recognized business/office skills program or equivalent, combination of education and experience may be considered.
- High School Diploma or equivalent.
- Minimum 3 – 4 years administrative experience.
- Experience utilizing a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint, and database systems with demonstrated accuracy and a typing speed of 60 WPM.

- Strong organizational, problem solving, time management and communication skills (written and oral).
- Demonstrates confidential and ethical behavior in the performance of all duties.
- Ability to function effectively as a team member, demonstrating emotional stability and objectivity when dealing with challenging/changing work environments.
- Ability to balance and prioritize multiple responsibilities while maintaining a keen sense of accuracy and attention to detail.
- Customer service focus with strong problem-solving abilities.
- Must be in good physical and mental health.
- Ability to speak Island Lake Dialect (Oji-Cree) would be an asset.

**SALARY:** Starting salary will be commensurate with qualifications and experience. The range for the classification is \$36,521.00 - \$52,503.00 annually

**COMPETITION #:** 00036-25

**APPLICATION DEADLINE:** December 15, 2025 @ 4:30pm

Island Lake First Nations Family Services provides competitive compensation, excellent benefits including matching pension plan, and a positive work environment.

**HOW TO APPLY:**

Interested applicants are encouraged to forward their cover letter, resume, and include the competition #, along with three (3) professional references. One (1) reference must be from a direct supervisor with your most recent employer. All applicants must possess a current Criminal Record Check (Vulnerable Sector), Child Abuse Registry Check, and will be screened and subject to a Prior Contact Check.

**Human Resources**  
**Island Lake First Nations Family Services**  
**Email: [hr@ilfnfs.ca](mailto:hr@ilfnfs.ca)**  
**Fax: 204-783-3088**

Preference will be given to Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.

**WE THANK ALL WHO APPLY AND ADVISE THAT ONLY THOSE SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED.**