



Competition No.: **2024-036**  
 Position: **Community Operations Assistant**  
 Classification: **AY3: \$43,863.66- \$50,138.62**  
 Conditions:
 

- Full Time Permanent

 Department: **Administration**  
 Location: **Brokenhead Ojibway Nation, MB**  
 Closing Date: **April 26, 2024**  
 Apply by: **Email: [hr@secfs.ca](mailto:hr@secfs.ca) Fax: 204-594-0499**  
*Applications can also be dropped off at the Local CFS Office*

## RESPONSIBILITIES:

- Providing overall support to the Community Operational Manager and the Associate Manager of Community Operations.
- Provides reception for Headquarters.
- Maintains and updates information on Agency vehicles and boats, including insurance, maintenance, repairs, and special equipment costs.
- Orders, tracks, and ships office and cleaning supplies for all Southeast Communities.
- Work closely with the Community Operational Manager and the Associate Manager of Community Operations to ensure that inventories for all Communities are stocked, maintained, and tracked with the end-goal of anticipating and meeting specific requirements throughout the year while balancing financial obligations for fiscal year end.
- Tracks yearly attendance records, including flex time schedules, for the Community Operational Manager, Associate Manager of Community Operations, Maintenance, and Janitor positions.
- Ensures payment of all Headquarters bills.
- Assists Brokenhead CFS Administrative Assistant as required.
- Wide range of written composition utilizing Microsoft Office applications.
- Organizing and assists with meetings including the preparation of all relevant materials, venues, etc.
- Overseeing the maintenance of files; and all relevant parties associated with the Agency.
- Participating in and/or managing special projects.
- Flexibility in working hours (and at times locations).
- Other duties as assigned by the Community Operational Manager.

## QUALIFICATIONS:

- High school diploma (post-secondary education and/or training would be considered an asset).
- Demonstrated ability to work with inventory-based software applications.
- Excellent oral and written communication skills.
- Demonstrated working knowledge of and familiarity with:
  - Indigenous culture, history, colonization, and the rural environment.
  - *The Child and Family Services Act; An Act respecting First Nations, Inuit and Metis Children, youth and Families, The Adoption Act;* and Indigenous child welfare practices.
- Proficiency with Microsoft Office (i.e., Word, Excel, and Outlook), CFSIS, and IM.
- Valid driver's license; a reliable vehicle.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Check.

Preference will be given to Southeast members and 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 applicants; however, only those candidates selected for an interview will be contacted.

***We offer competitive wages and an exceptional benefits package.***

Berens River First Nation - Black River First Nation – Bloodvein First Nation – Brokenhead Ojibway Nation  
 Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation