



**Professional Employment Opportunity**  
**AWASIS AGENCY OF NORTHERN MANITOBA**  
**Unit: Keewatino/Yatthe Ghe Family Enhancement Centre**  
**Location: Unit # 5-70 Thompson Drive, Thompson, MB**

**Position:** Administrative Support Clerk- Cultural Services  
One (1) Full-Time Permanent Position

The Administrative Support Clerk–Cultural Services provides a variety of administrative and secretarial support to the Cultural Services Department. Preparing and processing a variety of documents, research and assistance to staff in the department. The Administrative Support Clerk-Cultural Services is responsible for composing, editing and typing a variety of correspondence and reports. The incumbent should have excellent time-management skills to ensure deadlines are met and complete projects in a timely manner. The incumbent must ensure confidentiality, follows Agency policies and procedures, and demonstrates initiative.

**Qualifications:**

- Certificate or diploma in Office Assistant or Business Administration preferred or an equivalent combination of experience and training may be considered
- Minimum of 2 years in administration required
- A strong work ethic and reliable
- Proven ability to prioritize workloads and meet deadlines
- Proficiency in Microsoft Word, Excel and Outlook
- Self-motivated with the ability to work independently, as well as part of a unit/team
- Sensitivity to, and an understanding of First Nations culture and values
- Ability to speak and/or understand the Dene/Cree language would be an asset

**Working Conditions:**

- Fast-paced, community-based, multi-disciplinary child welfare environment.
- Overnight and remote travel approximately 5% of the time
- Background Checks must meet Agency minimal acceptable standards
- Maintain a valid driver's license and access to a vehicle

**Salary:** Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

**Closing Date: Open Until Filled (OUF)**

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2025-025 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2025-025  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: 204-778-8428  
Email: [hr@awasisagency.ca](mailto:hr@awasisagency.ca)

*We thank all applicants who apply, however, only those selected for an interview will be contacted.*

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.**