



# ANISHINAABE PIMADIZIWIN INC.

<b>Head Office</b> Box 321 Fairford, MB R0C 0X0 Ph: (204) 659-4546 Fax: (204) 659-5877	<b>Outreach Office</b> 56-1313 Border Street Winnipeg, MB R2H 0X4 Ph: (204) 942-0788 Fax: (204) 957-1734	<b>Lake Manitoba</b> Box 1248 Lake MB, MB R0C 3K0 Ph: (204) 768-2317 Fax: (204) 768-9007	<b>Lake St Martin</b> Box 130 Gypsumville, MB R0C 1J0 Ph: (204) 659-5850 Fax: (204) 659-5431	<b>Little Saskatchewan</b> Box 144 St Martin, MB R0C 2T0 Ph: (204) 659-4403 Fax: (204) 659-5391	<b>Dauphin River</b> Box 144 St Martin, MB R0C 2T0 Ph: (204) 659-5000 Fax:
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## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE SUPPORT

### OUTREACH OFFICE WINNIPEG

Anishinaabe Pimadiziwin Inc is seeking one individual, **on a Full-Time basis**, for Administrative Support. The Administrative Support will function as an effective team member and contribute to the administrative operations of the Family Support Program, Outreach Office at 1313 Border St., Winnipeg, MB. Anishinaabe Pimadiziwin Inc is willing to provide training for this position.

#### **SPECIFIC DUTIES:**

- Provides Administration Support to the Family Support Program.
- Office Management
- Receptionist and clerical duties.
- Maintains and gathers statistical data/information.
- Filing
- Data entry
- Scanning and attaching documents into CFSIS (Child and Family Services Information System).

#### **QUALIFICATIONS/REQUIREMENTS:**

- Minimum Grade 12
- Excellent organizational and communication skills.
- Ability to function as an effective team member.
- Ability to work in a fast-paced environment.
- Must be computer literate (Microsoft Word, Excel and knowledgeable with CFSIS would be a definite asset).
- Must always maintain confidentiality.
- Knowledge of First Nations traditions, values and beliefs.
- Ability to speak Ojibway would be an asset.
- Must provide a copy of Criminal Record Check, Child Abuse Registry Check and be subject to a Prior Contact Check.

**DEADLINE FOR RESUMES: Friday, June 6, 2025 @ 1:00 PM**

**PLEASE SUBMIT COVER LETTER & RESUME WITH THREE (3) REFERENCE LETTERS TO:**

**Henrietta Pratt**  
**HUMAN RESOURCES MANAGER**  
**Anishinaabe Pimadiziwin Inc**  
**56 – 1313 Border Street**  
**Winnipeg, Manitoba R3H 0X4**  
**[Henrietta.Pratt@anish-cfs.org](mailto:Henrietta.Pratt@anish-cfs.org)**  
**Fax: 204-957-1734**

We thank all that apply, however, only those selected for interview will be contacted.

**“Our families; Our foundation for Strength and Unity”**