ANISHINAABE PIMADIZIWIN INC.

Head Office
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Outreach Office
56-1313 Border Street
Winnipeg, MB R2H 0X4
Ph: (204) 942-0788
Fax: (204) 957-1734

Lake Manitoba
Box 1248
Lake MB, MB R0C 3K0
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Lake St Martin
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Little Saskatchewan
Box 144
St Martin, MB R0C 2T0
Ph: (204) 659-4403
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Dauphin River
Box 144
St Martin, MB R0C 2T0
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EMPLOYMENT OPPORTUNITY

PREVENTION ADMINISTRATIVE SUPPORT

Anishinaabe Pimadiziwin Inc is seeking one individual, **on a full-time basis**, as Administrative Support for the Prevention Program. Prevention Admin Support will function as a team member and contribute to the administrative role of the Prevention Program, the position will be within our Outreach Office, Winnipeg, MB.

SPECIFIC DUTIES:

- Provides Administration Support to the Prevention Program.
- Maintains and gathers statistical data/information and reporting.
- Filing/Clerical duties
- Working with Prevention services: prepare, coordinate and scheduling.
- Assist with coordinating workshops and yearly events.
- Assisting in organizing all prevention and recreation initiatives.
- Communicating, advertising all program events

QUALIFICATIONS/REQUIREMENTS:

- Minimum Grade 12/ Certificate or Diploma from a recognized educational institute.
- Excellent organizational and communication skills.
- Ability to function as an effective team member.
- Training will be provided.
- 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 Anishinaabemowin 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: THURSDAY, NOVEMBER 20, 2026 @ 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
Fax: 204-957-1734

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