



Job Posting

Executive Assistant to Director of Clinical Services

***Indefinite term position. ***

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

CLOSING DATE: Open until filled

Job Title	Executive Assistant to Director of Clinical Services
Reports To	Director of Clinical Services
Department	Health - Clinical Programs
Division	N/A
Review Date	September 24, 2025

Job Purpose

Under the direction of the Director of Clinical Services, the Executive Assistant will provide highly effective, confidential, executive-level administrative support and oversees the day-to-day operations of the Health Department.

Duties and Responsibilities

1. Executive-Level Administrative Support

- Provide executive administrative support to the Director of Clinical Services, including managing calendars, scheduling appointments, preparing correspondence, and creating document templates.
- Create and maintain organized paper and electronic filing systems.
- Record and prepare accurate meeting minutes and notes for distribution.
- Develop and maintain various tracking and database systems.
- Prepare reports as required, including statistical data for federal/provincial reporting.

2. Communication & Liaison Responsibilities

- Screen and manage calls, emails, mail, and visitors for the Director.
- Serve as a liaison between the Director and internal/external contacts including department staff, Health Advisory Committee, SERDC Board of Directors, IT provider, partners, and stakeholders.
- Always maintain the utmost confidentiality and sensitivity on behalf of the Director, both internally and externally.

3. Committee & Meeting Coordination

- Provide full administrative support to the Health Director's Advisory Committee:
 - Maintain accurate member records.
 - Schedule meetings and distribute agendas and documents.
 - Record, prepare, and circulate accurate minutes and notes.
- Organize logistics for meetings and events (e.g., venue, AV, catering, travel).

4. Travel & Logistics Management

- Arrange travel accommodations for the Director of Clinical Services.
- Coordinate all related logistics for meetings, events, and conferences.

5. Office Operations

- Troubleshoot and prioritize office administrative issues.
- Ensure smooth day-to-day office operations as needed.

6. Emergency Preparedness

- Assist in emergency or epidemic/pandemic response efforts, with duties reassigned as necessary.
- Other related duties as assigned.

Qualifications/Skills

Education

- Successful completion of a recognized post-secondary administrative program.

Knowledge, Skills and Experience

- 3-5 years' director level administrative experience.
- 3-5 years' experience working in an Indigenous organization.
- Experienced and knowledgeable working with First Nations communities in a Health & Human Resources related capacity.
- Knowledge of First Nations Health Programs and the colonial history of Indigenous peoples.
- Experience in providing administrative support at an executive level including maintaining confidentiality, creating, and maintaining document tracking systems, appointment scheduling, and maintaining files and filing systems.
- Experienced in providing overall office management and administrative support.
- Excellent organizational skills including the ability to prioritize and work on concurrent assignments and meet deadlines in a fast-paced environment. Adept problem solving and decision-making skills.
- Excellent written and verbal communication skills:
 - **Written:** experience proof-reading, editing, and formatting correspondence and reports with accuracy and attention to detail. Preparing and recording meeting minutes/notes with detail and accuracy.
 - **Verbal** communication skills with the ability to communicate effectively with tact, diplomacy, and professionalism with the public and staff by telephone, email and in person.
- Interpersonal skills to work effectively with a variety of internal and external stakeholders.
- Ability to work independently and in a team environment demonstrating initiative, being a proactive and proficient planner, highly organized.

- Friendly, personable demeanor and ability to approach all situations with discretion, diplomacy, and confidentially.
- Capable to lead, maintain and foster a professional team involvement.
- Advanced MS Office experience including Excel, Word, Power Point, Publisher, Outlook.
- Capable and willing to: travel within the city of Winnipeg, to SERDC Communities and occasionally within Canada.
- Must have a valid driver's license, access to a reliable vehicle.

DESIRED:

Ability to speak Ojibwe

Life Skills Coaching/training

Working Conditions

- Willing and able to travel by all forms of transportation, to remote and northern First Nation communities in Manitoba.
- Generally, work in an office environment.
- Working a standard work week.
- Additional hours beyond the standard regular hours of work may be required at times.

Physical Requirements

- Overall, Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds at times, and or up to 10 pounds some of the time.
- Repetitive desk tasks in an at times fast paced/busy environment.
- Computer Equipment and Software: Computer, fax/copier machine, calculator, telephone, and scanner.