



TREATY ONE NATIONS INCORPORATED

EMPLOYMENT OPPORTUNITY

Executive Administrative Coordinator

ABOUT US

Formed in 2023, Treaty One Nations Inc. (T1N) represents the interests of the seven signatory First Nations of Treaty No. 1, originally signed on August 3, 1871, at Lower Fort Garry. T1N is committed to advancing areas of collective self-governance, cultural preservation, and community well-being for its Nations. T1N is responsible for the governance and oversight of the development of the jointly held Treaty One Lands. The leadership of the seven First Nations of Treaty No. 1 forms the Governing Council of T1N.

POSITION SUMMARY

Reporting to the Director of Property & Planning, the Executive Administrative Coordinator provides administrative and operational support to the Department of Property & Planning, coordinating meetings, engagements, communications, records, and departmental activities. Serving as a key point of contact for staff, external agencies, partners, and community members, the position supports effective communication, document and information management, and the organized and responsive delivery of the Department's priorities and projects.

KEY RESPONSIBILITIES

The position provides comprehensive administrative and coordination support to ensure the efficient day-to-day operation of the Department. Responsibilities include coordinating administrative workflows, schedules, meetings, engagements, travel, correspondence, and departmental inquiries; preparing agendas, briefing materials, presentations, and meeting packages; recording and tracking decisions and action items; and supporting departmental events and engagements. The position also maintains organized filing, records management, and document-control systems to ensure contracts, agreements, reports, drawings, proposals, permits, and other records are complete, current, confidential, and readily accessible.

The position also supports the Department's financial administration, project coordination, and reporting requirements. This includes preparing and tracking financial and procurement documentation, liaising with Finance, monitoring expenditures against approved budgets, and maintaining accurate financial records. The position maintains project trackers, monitors milestones, deadlines, deliverables, and approvals,

follows up on outstanding items, and coordinates information from staff, consultants, and project partners to support the preparation of reports, briefing notes, presentations, and project updates for the Director.

EDUCATION & EXPERIENCE

Education

- Post-secondary diploma in Business Administration, Office Administration, or a related field. An equivalent combination of education and experience may be considered.

Experience

- 3-5 years of experience in administration, office coordination, project administration, or a related role. Experience working with a First Nations or Indigenous organization is an asset.

KNOWLEDGE & SKILLS

Knowledge

- Knowledge of administrative and office procedures.
- Knowledge of records management, document control, and filing practices.
- Knowledge of privacy, confidentiality, and appropriate information-handling practices.
- Strong knowledge and understanding of Treaty One history, governance, organizational structure, First Nations culture, and inherent rights, with sensitivity and respect for cultural protocols.

Skills

- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Strong minute-taking skills, including accurately documenting decisions and action items.
- Strong written and verbal communication skills.
- Strong record-keeping and document-management skills with attention to detail and accuracy.
- Ability to communicate professionally and respectfully with staff, community members, external agencies, and other stakeholders.
- Demonstrated ability to track multiple action items and deadlines and follow through on outstanding requirements.
- Proficiency with Microsoft 365, including Word, Excel, Outlook, PowerPoint, and Teams.

HOW TO APPLY

APPLICATION DEADLINE: September 2, 2026, at Noon,

Please submit a cover letter, resume, and three references to:

Blair Strong, Director of Operations

Treaty One Nations Inc.

103-1075 Portage Avenue

Winnipeg, Manitoba R3G 0R8

bststrong@treaty1.ca

Please self-identify as a First Nations in your cover letter. Priority will be given to members of Treaty No. 1 Communities. We thank all who apply and advise that only those selected will be contacted for further consideration.