



Competition No.: **2026-025**
Position: **Program Operations Assistant**
Salary: **AY4 Pay Scale: \$52,954.13- \$61,855.09**
Conditions:

- Full Time, Dependent on Funding, Non-Unionized
- Preference will be given to internal candidates
- An eligibility list may be established for future openings

Department: **Family Preservation Unit**
Location: **470 Notre Dame, Wpg MB.**
Closing Date: **April 22, 2026**
How to apply: **Email: apply@secfs.ca Fax: 204-594-0499**

Vision - Mino Pimatiziwin

Living a good life for our children, families and communities now and for our future

Mission- Southeast Child and Family Services supports the children, families, and communities with providing respectful, caring, and supportive preventative and protection services to promote the well-being and safety of the children, families, and communities.

Position Overview: The Program Operations Assistant provides administrative, logistical, and operational support to the Family Preservation Director and Associate. This role supports program planning, coordination, reporting, and implementation across eight (8) Southeast First Nation communities. Working in a fast-paced and community-focused environment, the Program Operations Assistant ensures programs are well-coordinated, culturally respectful, and effectively delivered while maintaining confidentiality and professionalism.

RESPONSIBILITIES:

- Coordinate program schedules, logistics, and resource distribution across communities
- Support planning and delivery of program initiatives, events, and activities
- Arrange meetings, travel, accommodations, and logistics for staff, contractors, and facilitators
- Purchase and distribute program supplies and materials
- Track program activities, timelines, and deliverables and provide updates to leadership
- Provide administrative support, including preparing reports, summaries, and internal documents
- Maintain program records, databases, and tracking systems (attendance, participation, financials)
- Manage program email communications and route inquiries appropriately
- Support procurement, expense tracking, billing, and invoicing processes
- Assist in developing and promoting program materials (posters, newsletters, social media)
- Maintain strict confidentiality of sensitive information
- Perform other duties as assigned

QUALIFICATIONS:

- Minimum two (2) years of administrative or operational experience (or equivalent combination of education and experience); Grade 12 required
- Knowledge of Anishinaabe culture, values, and teachings
- Experience working respectfully within First Nation communities
- Experience with multi-site coordination or program logistics is an asset
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Strong organizational, communication, and time management skills
- Ability to work independently and as part of a team
- Ability to work flexible hours, including evenings and weekends
- Valid Driver's License, reliable vehicle, and ability to travel regularly
- Satisfactory Criminal Record Check, Child Abuse Registry Check, and Prior Contact Check
- Valid Driver's Abstract

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements.

All Indigenous applicants are asked to self-declare within their cover letter.

We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

**Berens River First Nation - Black River First Nation - Bloodvein First Nation – Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation - Pauingassi First Nation - Poplar River First Nation**