



## **Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin (KIDO) Maamao Dibenjikewin Kanawaabajikewin (MDK)**

*KIDO, the “KI Family Law”, has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO’s mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.*

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### **Office Manager (KIDO Office Clerk) Job Description (Position will be located in KI)**

#### **POSITION SUMMARY**

The **Office Manager** is responsible for keeping an office running smoothly and overseeing administrative support. This position will report and be responsible to the KIDO Director.

#### **QUALIFICATIONS**

1. Attainment of either a high school or a combination of education and work experience resulting in similar skill is preferred.
2. A minimum of five (5) years experience in a front-line non-profit office setting is required.
3. Must be personable, professional, and reliable for attendance to work.
4. Must have excellent verbal and written communication skills in English and a good verbal command of Anishiniimowin language.
5. Knowledge of Office administrator responsibilities, systems and procedures.
6. Hands on experience with office machines (e.g. fax machines, printers, computers i.e. setting up audio and visual for zoom meetings)
7. Ability to be organized with a strong eye for detail.
8. Must possess good knowledge and expertise of Microsoft Excel, Word, and Outlook.
9. Must be able to work in a team setting and to multi-task when required.
10. Have an interest in learning new skills and upgrading educational level, for which on the job training will be provided in order to better serve to dibenjikewin, awaashish and oshkaadiz of KI.
11. Working knowledge of KIDO and the MDK Service Model.
12. Preference given to those that have experience and understanding of the history of KI, including the traditional culture and the impacts colonization has had on the community; but anyone without this will receive required training and a textbook on the community will be provided.
13. Must carry out KIDO principles, mission, and values.



14. Professional integrity and ability to maintain confidentiality are essential.
15. Ability to manage time of assigned duties and work flexible hours is essential.
16. A valid driver's license is mandatory.
17. A Criminal Record Check, with a Vulnerable Sector Check, is required.
18. Ability to travel is required (KI, Sioux Lookout, Thunder Bay).

### **DUTIES AND RESPONSIBILITIES**

1. Answer and relay telephone and website inquiries.
2. To assist with preparation of Case Review and Case Management meeting documents.
3. To make bookings for boardroom(s) for meetings and training purposes.
4. Must organize and schedule meetings and appointments within the office and manage databases.
5. Book transportation and accommodations as required.
6. Organize MDK events, including dibejikewin onajikewin.
7. Order stationary, brochures, and IT equipment.
8. Preparing letters, presentation and reports.
9. Ensure that all items are invoiced and paid on time.
10. Host guests and visitors in a courteous manner while in the reception area of the office.
11. Must approach all their work based on love and compassion; and remain professional and set aside personal issues, keeping an open mind and not being judgmental.
12. Follow and understand the duties in KIDO and the MDK policy.
13. Participate in training and complete training required under KIDO.
14. To monitor the employee attendance reports during regular work hours.
15. To maintain confidentiality while carrying out tasks, and sign an Oath of Confidentiality.
16. Other duties as required.

*NOTE: While formal education is listed in the qualification section the hiring committee will consider it favourably when the candidate themselves is from KI and have local knowledge of the community, reserve life, and culture. For example, they know and have a relationship with the homelands, know KI spirituality, know the prayers, the landscapes, the waters, the people, the way we view our elders, the challenges of living in a remote reserve and can show a commitment to helping awaashish, oshkaadiz egwa dibenjikewinan of KI. It will also be an asset if the candidate can walk their talk, for example, lives a healthy lifestyle themselves and have a healthy dibenjikewin life.*