Job Posting

Pre-Employment Supports (PES) Administrative Assistant

* 1 Year 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: all applications must be received by **June 23rd, 2026, at 4:00PM.**

How to Apply: Apply on our website and specify the position of interest **https://serdc.mb.ca/careers.**

Job Title	**PES Administrative Assistant**
Reports To	Social Development Advisor / Health Promotion Manager
Division	Health – Clinical Services
Department	Health Promotions
Program	Social Services
Review Date	January 2026

Job Purpose

The Pre-Employment Supports (PES) Administrative Assistant plays a vital dual role at SERDC, dedicating approximately 50% of their time to supporting the Pre-Employment Supports (PES) program and 50% to providing administrative support to the Program Manager. In the PES capacity, the incumbent ensures the smooth day-to-day administrative functioning of the program serving Berens River, Little Grand Rapids, and Pauingassi First Nations, including data entry, records management, scheduling, and travel coordination for PES staff. In the Program Manager support capacity, the incumbent assists with correspondence, meeting coordination, document preparation, and office administration to advance departmental priorities across SERDC's Social Development and Health Clinical Services divisions.

Duties and Responsibilities

PES Program Administrative Support (approx. 50% of role)

1. **Data Entry & Records Management**
   - Enter and maintain accurate client data in SERDC's program tracking systems and ISC-required databases.
   - Update client case files, intake records, and outcome tracking spreadsheets in a timely and accurate manner.
   - Prepare and organize program documents including case plans, referral forms, and client assessments for PES Coordinator use.
   - Maintain organized physical and electronic filing systems for PES program documentation.
   - Compile program statistics and data summaries for monthly, quarterly, and annual reporting to ISC and SERDC management.
   - Assist in preparing and formatting funding reports, program evaluations, and proposals.

2. **Travel Coordination**
   - Coordinate all travel arrangements for PES staff, including flights, ground transportation, and accommodations for visits to Berens River, Little Grand Rapids, and Pauingassi.
   - Liaise with community contacts, airlines, and transportation providers to ensure travel logistics are confirmed and communicated well in advance.
   - Track travel schedules and maintain a shared calendar for PES community visits.
   - Process travel expense claims, per diems, and related documentation in accordance with SERDC travel policies.
   - Monitor and manage the PES travel budget in coordination with the Social Development Advisor.
3. **Scheduling & Meeting Coordination**
   - Schedule and coordinate PES team meetings, client appointments, and community engagement sessions.
   - Prepare meeting agendas, take minutes, and distribute follow-up action items.
   - Coordinate logistics for PES training, workshops, and program delivery sessions held at member communities.
   - Manage shared program calendars and send appointment reminders to staff and community partners.
4. **General PES Program Support**
   - Prepare and format correspondence, memos, newsletters, and program communications on behalf of PES staff.
   - Order and track office supplies, program materials, and resources for community delivery.
   - Assist in coordinating client incentive disbursements and tracking related documentation.
   - Support the PES Coordinator with intake processes by preparing intake packages, referral forms, and orientation materials.
   - Liaise with SERDC Finance to ensure invoices, purchase orders, and program expenses are processed accurately and on time.

Program Manager Administrative Support (approx. 50% of role)

5. **Executive & Office Administration**
   - Provide day-to-day administrative assistance to the Program Manager, including calendar management, scheduling, and inbox support.
   - Draft, format, and proofread correspondence, reports, briefing notes, presentations, and other documents on behalf of the Program Manager.
   - Prepare meeting materials, agendas, and minutes for departmental meetings, committee sessions, and external partner engagements.
   - Manage incoming and outgoing communications, including email triage, mail distribution, and telephone inquiries.
   - Maintain organized electronic and physical filing systems for the Program Manager's portfolio and departmental documents.

6. **Project & Coordination Support**
   - Track key deadlines, deliverables, and action items across projects managed by the Program Manager.
   - Research and compile background information, statistics, and materials to support program planning and decision-making.
   - Coordinate with internal SERDC departments (Finance, HR, IT, Communications) on administrative matters as directed by the Program Manager.
   - Assist with the preparation and formatting of grant applications, funding proposals, and funder reports.
   - Support accreditation-related administrative tasks, including file organization, document submission, and tracking of outstanding items.

7. **Travel & Logistics**
   - Coordinate travel arrangements for the Program Manager, including booking flights, hotels, and transportation for conferences, community visits, and stakeholder meetings.
   - Prepare and submit travel expense reports and supporting documentation.
   - Assist with logistics for departmental events, community visits, and partner engagement activities organized by the Program Manager.

8. **Professional Standards and Compliance**
   - Adhere to SERDC policies and procedures, including confidentiality obligations regarding client and organizational information.
   - Maintain a high standard of accuracy and attention to detail in all data entry, records management, and document preparation tasks.
   - Participate in team meetings, training, and professional development opportunities as directed.
   - Demonstrate flexibility in shifting between PES program support and Program Manager support duties as workload demands.

9. Other related duties as assigned.

Qualifications/Skills

Education

- Completion of a college diploma or certificate in Office Administration, Business Administration, Social Services, or a related field; or an equivalent combination of education and experience.

Knowledge, Skills and Experience

- Minimum 3-5 years of administrative experience, preferably in a non-profit, government, or Indigenous organization setting.
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams).
- Experience with database entry, records management systems, and electronic filing.

- Familiarity with Indigenous social service programming, community-based organizations, or First Nations governance is a strong asset.
- Knowledge of ISC Income Assistance or Pre-Employment Supports programming is an asset.
- Excellent verbal and written communication skills, including professional correspondence and report formatting.
- Strong organizational and time management skills; ability to manage competing priorities and deadlines.
- Ability to work both independently and as part of a cross-functional team.
- Attention to detail and a commitment to data accuracy and confidentiality.
- Experience with travel booking, expense processing, and calendar management is an asset.
- Current CPR and First Aid certification, or willingness to obtain.
- Current and valid MB Driver's License with accessibility to a reliable insured vehicle.
- Position is subject to a Criminal Record Check, including Vulnerable Sector Search and an Abuse Registry Check.
- Current CPR and First Aid certification.

DESIRED:
Ability to speak Ojibwe

Working Conditions

- Primary work location is the SERDC head office, with occasional travel to member First Nation communities as required.
- Infrequent travel to Berens River, Little Grand Rapids, and Pauingassi may be required to support program delivery logistics; travel is primarily by air with winter road access to Berens River.
- Works within the SERDC employment policy framework and respects each community's protocols.
- Standard 40-hour work week.
- Additional hours may be required on occasion to meet program and organizational deadlines.
- Exposure to weather and temperature extremes during any required community travel.
- Willingness and ability to work in a dynamic environment, managing competing priorities across two distinct areas of responsibility.