



**EMPLOYMENT OPPORTUNITY
KEEWATIN TRIBAL COUNCIL
PROJECT ADMINISTRATOR
PART TIME (TERM SEPTEMBER 2026)
LOCATION: THOMPSON, MB**

For the KTC Community Volunteerism Project and under the direction of the Project Coordinator, the **Project Administrator** plays a critical role in ensuring smooth communication and efficient administrative operations. This position is responsible for general administration, data and data retention, meeting and event organization, and building relationships within the project team.

ROLES AND RESPONSIBILITIES

- Travel and accommodation bookings
- Receiving, entering and retaining data
- Document organization and retention
- Report assistance
- Meeting and event organization
- Meeting minutes
- Supporting project team with forms and reports
- Internal communications
- Supporting the Project Coordinator
- Supporting and building strong relationships.

QUALIFICATION

- Strong interpersonal and communication skills, the ability to relate effectively, reliably and professionally
- Minimum education: high school diploma
- Strong organizational skills
- Dependable
- Familiar with document retention best practices
- Demonstrates a positive attitude and approach
- Dependable and committed to fulfill the term of the contract
- Excellent computer literacy
- A high standard of judgment, problem solving and initiative
- Strong time management skills
- Ability to work with minimal supervision
- Must have a valid driver's license
- Must provide a currently clear Criminal Records check and fingerprints, prior to commencement of employment.

Please submit a written cover letter and detailed resume, including at least two (2) references with written permission to contact the references and your latest immediate supervisor:

**By Closing Date: SEPTEMBER 5, 2025
Late applications will not be accepted**

**To the Attention of:
Lisa Beardy
Office Manager
23 Nickel Road
Thompson Manitoba R8N 0Y4
Email: LBeardy@ktc.ca**

Applications will be accepted until 4:00 pm, FRIDAY, SEPTEMBER 5, 2025.

We would like to thank those that apply for the position and only those being considered for an interview will be contacted.