



Office Assistant

Nimkee Nupigawagan Healing Centre

Location: Nimkee Nupigawagan Healing Centre, Muncey, Ontario

Compensation: \$50,000 - 64,000 per year

Schedule: Full-Time (Monday–Friday, some flexibility required)

Position Overview

Nimkee Nupigawagan Healing Centre provides a culturally grounded, trauma-informed residential healing program for Indigenous youth. Rooted in Indigenous teachings, relational accountability, and traditional healing practices, our team supports young people in reclaiming identity, strengthening responsibility, and restoring hope.

The General Office Assistant provides administrative support to both the Treatment Team and Cultural Programming Team. This role ensures smooth daily operations, accurate documentation, and coordinated communication across departments. The successful candidate will be highly organized, adaptable, and respectful of confidentiality within a residential healing environment.

Key Responsibilities

Administrative Support – Treatment Team

- Support client intake documentation and file organization
- Assist with scheduling appointments and coordinating meetings
- Maintain accurate electronic and paper records
- Support data entry (case notes tracking, reporting systems)
- Prepare reports, forms, and program documentation

Administrative Support – Cultural Programming

- Assist with scheduling ceremonies, land-based activities, and workshops
- Coordinate logistics for cultural events (supplies, calendars, communication)
- Support documentation and reporting of cultural programming
- Maintain inventory of program materials and supplies

General Office Duties

- Answer phones and greet visitors
- Manage correspondence and internal communications
- Assist with purchasing and supply tracking
- Support staff with administrative needs
- Maintain confidentiality and secure records

Qualifications

Education & Experience

- Office Administration diploma or equivalent experience
- Minimum 2–3 years administrative experience
- Experience working in health, social services, or Indigenous organizations preferred
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and data entry systems
- Ability to maintain confidentiality and professional boundaries
- Understanding of Indigenous cultural practices and protocols considered an asset
- Indigenous candidates strongly encouraged to apply

Submit Applications

To: Human Resources Manager

Email: hr@nimkee.org

