



PEGUIS MAIN OFFICE
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Peguis Child and Family Services Job Posting

Job Title: Traditional Independent Living (TILP) Administrative Assistant

Competition Number: 2025-07-31 C

Salary Range: \$52,000.00 (based on credentials and experience)

Location: Peguis, MB

Type: Full-Time

Date Posted: Thursday, July 31, 2025

Closing Date: Friday, August 15, 2025

Job Overview:

The TILP Administrative Assistant will support the Traditional Independent Living Program Team. This role will involve tracking program statistics, preparing reports, and ensuring effective communication within the team.

Key Responsibilities:

- Track and update program statistics, including activities and participation.
- Perform TILP financial reconciliations to ensure accuracy in budgeting and expenditures.
- Provide weekly program updates for the Cultural Coordinators to the Youth Empowerment Team.
- Prepare reports on cultural activities.
- Process timesheets for youth work plans, ensuring timely and accurate submissions.
- Handle the processing of honorariums for youth and external contributors.
- Co-create and distribute the Traditional Independent Living Program monthly calendar.
- Collect and track feedback from participants to assess program effectiveness.
- Maintain inventory list of cultural supplies.
- Complete cheque requisitions for expenses.

Qualifications:

- High school diploma or equivalent.
- Proven experience as an administrative assistant or in a similar role.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge of Peguis First Nations Legislation and CFS protocols.
- Effective verbal and written communication skills.

How to Apply:

Send cover letter, resume, and three (3) references to:

Email: hr@peguiscfs.org

Fax: 204-632-7226

Phone: 204-632-5404

All applicants will be subject to satisfactory pre-employment drug test, criminal records, child and adult abuse registry and prior contact checks. Please cite the competition number and position in the subject line when submitting by email. We thank all who apply, however, only those candidates selected for an interview will be contacted. First Nation applicants are encouraged to self-identify as being of First Nations descent.

