



Kinistin Saulteaux Nation – Urban Office Manager

Job Title:	Urban Office Manager	Job Family:	Management & Supervisory
Department/Group:	Urban	Position Type:	Contract Full-time
Location:	Kinistin Saulteaux Nation Urban Office	Date Posted:	November 13, 2025
Direct Supervisor:	Director of Operations	Post Expires:	November 27, 2025

Applications Accepted By:

EMAIL:

Human.resources@kinistin.com

Subject Line: Urban Office Manager

MAIL:

PO Box 2590,
Tisdale, SK S0E 1T0

Job Description

POSITION SUMMARY

The Urban Office Manager is responsible for the effective administration and coordination of Kinistin Saulteaux Nation's urban office operations. This position ensures smooth day-to-day functioning of the office, provides administrative support to programs and services offered in the urban setting, and serves as the main point of contact between the urban office and the on-reserve administration. The Manager upholds the values, vision, and mission of Kinistin Saulteaux Nation while supporting community members accessing urban-based services.

DUTIES AND RESPONSIBILITIES

1. Administrative & Office Operations

- Oversee daily operations of the urban office including reception, scheduling, filing, correspondence, and supplies management.
- Ensure the office environment is organized, safe, and welcoming to community members and visitors.
- Manage office budgets, track expenditures, and process invoices in accordance with KSN financial policies.
- Coordinate facility maintenance, equipment servicing, and technology support needs.
- Maintain accurate records and reports related to urban programming, staffing, and expenditures.

2. Program & Service Coordination

- Support delivery of urban-based programs.
- Assist with event logistics, meeting coordination, and reporting requirements for urban outreach programs.
- Liaise with local agencies, service providers, and partners to enhance access to supports for urban members.
- Monitor client inquiries and ensure follow-up or referrals to the appropriate departments or programs.

3. Human Resources & Supervision

- Supervise urban office staff.
- Provide coaching, scheduling, and performance feedback to ensure effective service delivery.
- Ensure staff compliance with KSN Personnel Policy, confidentiality, and health and safety standards.
- Coordinate onboarding and orientation for new urban office employees.

4. Communication & Reporting

- Serve as the communication link between the on-reserve administration and urban office.
- Prepare monthly activity reports, staff summaries, and budget updates for the Director of Operations and Leadership.
- Draft correspondence, meeting notes, and official letters as required.
- Support public communications, social media updates, and community outreach activities related to urban operations.

5. Cultural & Community Engagement

- Promote KSN's values, traditions, and cultural integrity in all urban office programs and interactions.
- Assist with planning and hosting cultural events, gatherings, or Elder visits for urban members.
- Ensure that service delivery respects First Nation identity, culture, and community-based approaches.
- Perform other related duties as defined and assigned by the reporting Director of Operations on an as-required basis.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Diploma or Degree in Business Administration, Management, Indigenous Studies, or a related field.
- Minimum three (3) years of progressive administrative or management experience, preferably in a First Nation or non-profit setting.
- Knowledge of Indigenous governance, community-based services, and relevant federal/provincial funding programs.
- Strong organizational, budgeting, and leadership skills.
- Excellent written and verbal communication abilities.
- Proficient in Microsoft Office (Word, Excel, Outlook, Teams) and general office systems.
- Valid driver's license and reliable transportation required; some travel to the main KSN office and events may be necessary.

PERSONAL ATTRIBUTES

- Professional, approachable, and culturally grounded.
- Demonstrates confidentiality, accountability, and discretion.
- Strong interpersonal skills and ability to build positive relationships.
- Adaptable to working in both urban and community-based settings.
- Committed to the mission and values of Kinistin Saulteaux Nation.