



MUSKEG LAKE CREE NATION

EMPLOYMENT OPPORTUNITY

26-18

EXECUTIVE ASSISTANT TO HEALTH & WELLNESS

Muskeg Lake Cree Nation is seeking a highly organized, professional, and motivated **Executive Assistant** to provide confidential administrative support to the Director of Health & Wellness. This position plays a vital role in ensuring the efficient operation of the department by coordinating daily administrative functions, managing schedules, supporting meetings, and maintaining strong communication with staff, leadership, community members, and external partners. The successful candidate will demonstrate exceptional organizational skills, sound judgment, discretion, and the ability to manage multiple priorities in a fast-paced environment.

SUMMARY:

The Executive Assistant reports directly to and works under the guidance of the Director of Health and Wellness. This position supports the overall Health Program function to increase the quality of life for the members of Muskeg Lake Cree Nation.

Duties:

- Adhere to the Personnel Policy Manual as set out by the Muskeg Lake Cree Nation Chief and Council;
- Always maintain strict confidentiality;
- Must understand, support and participate actively in the Muskeg Lake Cree Nation strategic plan to improve the quality of life for our members;
- Ensure the provision of health program information to community membership
- Assist with program development and ensure program work-plans are completed, followed and reported on;
- Assist with policy development as necessary;
- Support the implementation of a health information management system;
- Assist in the coordination of staff and team meetings to ensure effective integration of programs and services;
- Provide support to staff on the development of personal work-plans that support the overall Muskeg Lake strategic plan;
- Assist with and oversee health accreditation to ensure the standards are met and quality improvement initiatives are tracked and measured
- Draft annual performance evaluations for health program staff for review, input and authorization by the Director of Health & Wellness
- Advise the Director of Health & Wellness of any Environmental Health or Communicable Disease issues requiring further action;
- Under the direction of the Director of Health & Wellness, and in collaboration with the clinical supervisors, assist staff with skills inventory and draft training plans for approval to ensure staff maintain and upgrade their professional competence;
- Assist with staff recruitment, screening, and interview processes as necessary;
- Assist with orientation for new Health staff as appropriate;
- Compile staff reports into one monthly report for the Health Programs and submit them to the Health & Wellness Program Manager for circulation;
- Oversee the development of a community newsletter once the process is established
- Assist with the tracking of the Health budgets;
- Create a tracking mechanism for reporting to funders and advise the Health & Wellness Program Manager to ensure compliance;
- Work closely with the Receptionist to support efficient administrative processes;
- When possible, assist with program activities as planned and implemented by staff;
- Perform other related duties and responsibilities as assigned by the Director of Health & Wellness within the scope of duties.

Qualifications

- Relevant post-secondary education.
- Some management experience preferably in a health-related field.
- Basic knowledge and experience in working with budgets.
- Strong organizational and administrative skills.
- Excellent interpersonal and communications skills (both oral and written).
- Demonstrated ability to work in a community-based organization.
- Ability to work as a team player and inspire a team of staff.
- Ability to be a role model demonstrating professionalism.
- An effective understanding of Cree culture, spirituality, Cree Laws and values is considered an valuable asset;
- Knowledge and experience working with computer software applications and experience with data input systems.

OTHER CONDITIONS

- Exposure to clients who may have impaired judgment due to emotional distress, mental illness or intoxication;
- Maintain a lifestyle that ensures your role in providing support and services to community members as a healthy individual’;
- Must be willing to work flexible hours as assigned by management, which may include some evening and weekends.
- Must possess a valid Saskatchewan driver’s license, a reliable vehicle and meet MLCN’s insurance requirements;
- Must provide a current, original, Canadian Criminal Record Check (CPIC) and vulnerable sector check as a condition of employment.

Send Applications/Resumes to:

Muskeg Lake Cree Nation

Attention: D. Sanderson, Human Resources Manager

Email: hr@muskeglake.com or drop off resumes off at the Band Office

Deadline to Apply: Wednesday August 19, 2026 4:00pm

Only those selected for an interview will be contacted.