



Indigenous Knowledge & Wisdom Centre

Administrative Assistant - Treaty Curriculum Project

We are currently looking for an **experienced Administration Assistant** to help ensure the efficient and smooth day to day operations of the project. This position will be based out of the IKWC office.

The successful candidate will be hired under a one-year FTE status with a three (3) month probation period or as the workload allows. We offer competitive wages along with benefits for full time staff.

The wage for this position will be based on previous experience and training where applicable.

As the Treaty Curriculum project administration assistant, you will:

- Handling and assisting with document distribution and other administrative projects and responsibilities.
- Returning phone calls and emails on behalf of the company or company executive.
- Researching travel options, presenting itineraries, and booking itineraries with hotel contract.
- Arranging and attending meetings as required.
- Preparing and submitting requisitions and expense reports.
- Transcribing meeting proceedings.
- Helping company employees with internal and external research projects, capability in researching archives.
- Working knowledge of office procedures and equipment.
- Proficient in MS Office (Outlook, Excel, Word, Power point), web browsers and Canva.
- Capable of multi-tasking and meeting time sensitive deadlines.
- Must possess a strong work-ethic.
- Must maintain confidentiality as it relates to sharing sensitive company information.

Qualifications and Education Requirements

- Administrative experience 2 years (preferred)
- Capable of working alone or in a team setting
- Excellent written and verbal communication skills and be communication regularly with field staff.
- Excellent organizational skills for documentation and cataloging of project files
- Excellent understanding of First Nations protocols
- Formatting curricular documents, images, and video footage.
- Archival research



INDIGENOUS KNOWLEDGE & WISDOM CENTRE

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- Working knowledge of AI apps
- Knowledge of First Nations language apps and fonts

Closing Date: **Deadline 4:30 pm October 10, 2025**

Submit a cover letter, resume and three references to

The Indigenous Knowledge & Wisdom Centre (IKWC)

Suite 105, 10335 ST NW, Edmonton, Alberta, T5S 1R5

Attention: Clayton Kootenay, CEO

Resumes can be sent to, Nicole Keith, Administrator: admin@ikwc.org