



Administrative Coordinator

Veronica Archibald Kamik

A Healing and Cultural Learning Lodge

***Deadline Extended**

Position Title: Administrative Coordinator

Reports To: Executive Director

Term: Part-Time 15 hours/week until October 2026, with potential for full time employment.

Position Summary

The Administrative Coordinator provides administrative, operational, and client support services for Veronica Archibald Kamik. This role supports the effective daily operations of the Lodge and as it moves to the delivery of culturally safe, trauma-informed addiction recovery and aftercare services.

As a key point of contact for clients, visitors, service providers, and community members, the Administrative Coordinator is responsible for scheduling, accounts payable processing, facility coordination, meeting support, and administrative record-keeping. The role works closely with maintenance staff to coordinate site inspections and ensure the Lodge is prepared for programming, ceremonies, and community events.

The successful candidate will demonstrate professionalism, confidentiality, strong organizational skills, and an understanding of addiction recovery, mental wellness, and of an Indigenous land-based healing approach.

Key Responsibilities

Administrative and Operational Support

- Provide administrative support to leadership, program and treatment teams.
- Maintain organized electronic and paper filing systems in accordance with privacy and confidentiality standards.
- Manage calendars, appointments, and facility bookings and overall schedule.

Facility Coordination

- With Maintenance, ensure pre-program and post-program site inspections to ensure facility readiness, cleanliness, safety, and operational standards and communicate priorities to Executive Director.
- Monitor building concerns and arrange repairs, cleaning services, and maintenance support as required.
- Maintain records of inspections, maintenance requests, repairs, and facility incidents in partnership with VAK Maintenance.
- Ensure meeting rooms, healing spaces, and program areas are prepared prior to program delivery.

Financial Administration

- Process accounts including invoices, cheque requisitions, purchase orders, and expense tracking.
- Maintain accurate records and support reporting as required.

Meeting and Governance Support

- Coordinate and schedule Board of Directors meetings, leadership meetings, and committee meetings.
- Record accurate meeting minutes and distribute finalized minutes in a timely manner.
- Maintain professionalism and confidentiality in all communications.

Qualifications

- Diploma or certificate in Office Administration, Business Administration, Health Administration, or a related field preferred.
- Minimum three years of administrative experience, preferably within healthcare, social services, addiction treatment, or Indigenous organizations.
- Experience working with First Nation communities or Indigenous organizations is considered a strong asset.
- Knowledge or interest addiction recovery, mental health, trauma-informed care, and healthcare environments is required.
- Strong understanding of confidentiality and privacy requirements.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, Teams, and PowerPoint.
- Ability to work independently and collaboratively within a multidisciplinary team.
- Valid driver's licence and access to a reliable vehicle, with ability to travel to the Lodge regularly.
- Ability to work flexible hours when required.

Knowledge, Skills, and Abilities

- Strong interpersonal, verbal, and written communication skills.
- Demonstrated professionalism, discretion, and cultural sensitivity.
- Excellent organizational, time management, and multitasking abilities.
- Strong problem-solving skills with the ability to prioritize competing demands.
- Ability to maintain accurate records and documentation.
- Ability to respond calmly and professionally in sensitive situations.
- Understanding of Indigenous cultures, land-based healing approaches, and community wellness practices.

Working Conditions

- Office on-site at TTN and treatment centre environment.
- May require occasional evening or weekend work for meetings or program support.
- Combination of desk work, facility inspections, and coordination duties.

Additional Requirements

- Criminal Record Check and Vulnerable Sector Check required.
- Always maintain strict confidentiality.
- Other duties as assigned by leadership.

*Submit Letter of Application, Resume and three recent work references (one being from your most recent supervisor/manager) and must include copies of Certificate(s) of Qualification no later than: **August 07th 2026***

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

By email:

resumes@taykwatagamou.com

By fax: 705-272-5785

By mail: P.O. Box 3310, RR#2,
Cochrane, ON. P0L 1C0