



## **Manitoba USKE Land Managers Association Inc.**

**Position:** Admin Assistant Intern

**Term:** July 2, 2026 – August 28, 2026 (8 Weeks)

**Hours:** 40 Hours per Week

**Wage:** \$17.00 per Hour

**Location:** Winnipeg, Manitoba

### **About Manitoba USKE**

Manitoba USKE is a First Nation-led organization that supports First Nation Land Managers and communities throughout Manitoba. We offer technical assistance, training, GIS services, land management support, to First Nations.

### **Position Summary**

Manitoba USKE is seeking an organized and motivated Office Administrative Assistant to support daily office operations during the summer of 2026. This position provides an excellent opportunity for a student interested in administration, office management, communications, event coordination, and Indigenous community development.

### **Responsibilities**

The Office Administrative Assistant will assist with:

- Assisting with meeting coordination and scheduling
- Assist coordinating workshops, and training events
- Assisting staff with general administrative duties as required

### **Qualifications**

- Have strong computer skills and experience using Microsoft Office
- Possess strong organizational and time-management skills
- Demonstrate professionalism and attention to detail
- Be able to work independently and as part of a team

### **Eligibility Requirements**

- Be between 15 and 30 years of age at the start of employment
- Be legally entitled to work in Canada
- Applicants must have reliable transportation

### **How to Apply**

Please send application to:

**Manitoba USKE Inc.**

**Email:** s.mayham@uske.ca

**Application Deadline:** June 30<sup>th</sup>, 2026



Manitoba USKE Website