



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Administrative Assistant

Piapot Family Shelter Inc. is seeking an organized, professional, and detail-oriented Administrative Assistant to join our founding team.

Located on Piapot First Nation, Piapot Family Shelter Inc. is a newly established emergency shelter that provides a safe, supportive, trauma-informed, and culturally grounded environment for individuals and families experiencing violence.

The shelter is committed to promoting safety, healing, empowerment, cultural connection, and long-term wellbeing. Through individualized support, meaningful programming, community partnerships, and culturally responsive services, the shelter works alongside residents as they move toward safety, stability, healing, and self-determination.

As a member of the founding shelter team, the Administrative Assistant will play a key role in supporting the daily operations of the organization and helping ensure staff have the administrative systems and supports necessary to provide high-quality services.

Why Join Our Team?

Joining Piapot Family Shelter Inc. means becoming part of a team committed to supporting individuals and families while helping build a new organization from the ground up.

As a member of our founding team, you will have the opportunity to:

- Help establish administrative systems and processes for a new organization
- Support meaningful work that positively impacts individuals and families
- Work within a supportive, collaborative, and trauma-informed environment
- Participate in ongoing training and professional development
- Contribute to a culturally grounded and community-focused organization
- Play an important role in supporting organizational success

Position Summary

The Administrative Assistant is responsible for providing administrative, clerical, and operational support to Piapot Family Shelter Inc. Reporting to the Executive Director, the position assists with office administration, financial documentation, communications, purchasing, scheduling, record management, and organizational coordination activities.

The Administrative Assistant serves as a key support to the Executive Director and staff team and helps ensure the shelter operates in an organized, efficient, and professional manner.

Key Responsibilities

- Provide administrative support to the Executive Director and staff team.



Piapot First Nation

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax: 306.781-4853
piapotnation.com

- Answer and direct telephone calls and emails.
- Prepare correspondence, reports, forms, and meeting materials.
- Assist with financial documentation, invoices, receipts, and expense tracking.
- Maintain filing systems and organizational records.
- Order office and program supplies.
- Coordinate deliveries and inventory management.
- Assist with scheduling meetings, training, and organizational events.
- Support onboarding and administrative human resource activities.
- Maintain confidentiality and professionalism in all interactions.

Qualifications

- Certificate, diploma, or post-secondary education in Office Administration, Business Administration, Accounting, or a related field or equivalent experience.
- Proficiency with Microsoft Office applications.
- Experience with bookkeeping or financial administration is an asset.
- Strong organizational and communication skills.
- Ability to work independently and maintain confidentiality.
- Criminal Record Check required.

Employment Status

Part-Time Position

Monday – Friday
10:00 a.m. – 2:00 p.m.
(20 hours per week)

Compensation

Starting wage: \$20.00–\$22.00 per hour, based on qualifications and experience.
Training, mentorship, and professional development opportunities available.

How to Apply

Please submit your cover letter and resume to:
bodpfs@gmail.com

Closing Date: July 8, 2026

We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.