



Position:	Executive Assistant
Status:	Full-time, Permanent
Location:	Winnipeg Branch
Posting Closes:	Until Filled
Salary Grade:	5 (\$52,000 - \$62,400)

Me-Dian Credit Union is the first Indigenous full-service financial institution to be founded in Canada. Our mission is to proudly provide guidance and services to support and financially empower Indigenous communities. We are committed to serving our communities by responding to the needs of our members with accessible, effective service and a strong focus on positive member experiences. If you are interested in becoming part of a collaborative and diverse team and building a rewarding career in a fast-paced environment, we encourage you to apply.

WHY WORK WITH ME-DIAN CREDIT UNION?

At Me-Dian Credit Union (MCU), we are proud to offer a supportive, inclusive, and community-focused workplace rooted in Indigenous values. Our team enjoys a wide range of meaningful benefits, including:

- **Competitive Rewards** – Base salary with eligibility for additional variable compensation based on individual and organizational performance.
- **Extended Benefits Program** – Includes health, dental, and vision coverage, along with counselling and mental health resources.
- **Exclusive Staff Financial Benefits** – Opportunity for 1% interest rate on loans and mortgages after 12 months of employment with MCU, along with a free Staff Account and discounted Staff Rates for MCU banking needs.
- **Employee Assistance Program (EAP)** – Confidential support services for personal or work-related challenges, available to employees and their families.
- **Pension Matching** – Invest in your future with our competitive pension matching program.
- **Fitness Reimbursement Program** – Support for maintaining an active lifestyle through eligible gym/fitness memberships and activities.
- **People-first culture** – We value an inclusive and supportive environment, offering cultural awareness sessions, events, and team-building activities.
- **Opportunities for Advancement** – Professional growth through training, mentorship, and career development pathways.

JOB PURPOSE

The Executive Assistant is responsible for providing high-level administrative and organizational support to the Chief Executive Officer. This role involves coordinating schedules, meetings, communications, travel, and other administrative functions while maintaining a high level of confidentiality and professionalism. The Executive Assistant will support the executive operations by managing competing priorities, preparing documents

and meeting materials, coordinating activities, and following up on action items. This role requires strong organizational skills, attention to detail, sound judgment, and the ability to work independently in a fast-paced environment.

Reports To:

- Chief Executive Officer

KEY RESPONSIBILITIES

Executive Support & Coordination

- Provide administrative and organizational support to executive operations, including managing calendars, schedules, appointments, correspondence, and priorities.
- Coordinate meetings, prepare agendas and materials, record minutes and action items, and ensure appropriate follow-up.
- Prepare, format, proofread, and distribute reports, presentations, correspondence, and other confidential documents.

Communication & Relationship Management

- Serve as a professional point of contact between the Chief Executive Officer, employees, members, Board representatives, community partners, and other stakeholders.
- Foster positive working relationships with employees, members, leadership, and external stakeholders while representing Me-Dian Credit Union in a professional manner.
- Handle confidential and sensitive information with discretion and maintain a high level of professionalism at all times.

Travel & Event Coordination

- Coordinate travel arrangements, accommodations, itineraries, and other logistics for executives and staff as required.
- Assist with the coordination of meetings, events, presentations, conferences, and other organizational activities.
- Support the planning and preparation of Board and committee meetings, including materials, minutes, and follow-up as required.

Organization & Special Projects

- Monitor deadlines, action items, correspondence, and commitments to ensure timely completion.
- Assist with research, special projects, presentations, and other initiatives as directed by the Chief Executive Officer.
- Anticipate administrative needs, manage competing priorities, and provide proactive support to ensure the effective operation of the organization.
- Perform other related duties as required.

QUALIFICATIONS

- Post-secondary education in Business Administration, Office Administration, Executive Administration, or a related field is considered an asset.
- Previous experience in an administrative or executive support role is required.
- Experience supporting senior leadership is considered an asset.
- Strong organizational and time management skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and exercise sound judgment when dealing with sensitive information.
- Proficient in Microsoft Office, including Outlook, Word, Excel, and PowerPoint.
- Ability to work independently and as part of a collaborative team.
- Professional, approachable, and adaptable with strong interpersonal skills.
- Experience coordinating meetings, events, travel, and complex schedules is considered an asset.
- Lived or professional experience working with Indigenous communities is an asset.
- Valid driver's license and ability to travel as required.

WORKING CONDITIONS

- Work Life Balance – 37.5 Hours Per Week
- Must be able to report to work in-person at listed work location
- Office Environment, 2nd Floor
- Working Indoors
- Travel – Travel may be required for meetings and organizational activities
- Flexible hours may be required to support executive schedules and activities

PHYSICAL REQUIREMENTS

- Extended periods of sitting in office chair
- Extended periods with computer screen

READY TO APPLY?

If you are interested in this position, please email your résumé and cover letter to **apply@mediancu.mb.ca**. We would like to thank all candidates interested, however only those selected for further considerations will be contacted for interviews.

We encourage First Nations, Métis, and Inuit candidates to apply, and welcome applicants from all backgrounds, as Me-Dian Credit Union is committed to building a diverse and inclusive team to serve our members.

“Remembering the Past – Creating Our Future”

Phone: (204) 943-9111

Fax: (204) 942-3698

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