



Position:	Strategic Support Coordinator
Status:	Full-time
Location:	Winnipeg Branch
Posting Closes:	Until Filled
Salary Grade:	\$48,000 - \$57,600

Me-Dian Credit Union is the first Indigenous full-service financial institution to be founded in Canada. Our mission is to provide Financial Services for First Nations, Métis, and Inuit Peoples. We are responsive to the needs of members, no matter where they live or how they choose to access our services. If you are interested in becoming a part of a dynamic and diverse team working in a fast-paced and rewarding career, please consider applying for this opportunity!

A day in the life as a Strategic Support Coordinator:

Reporting to the CEO, the Strategic Support Coordinator is to provide support to the CEO, and the Executive Leadership team, including providing administrative support, preparing reports, and presentations, serving liaison between the CEO and internal and external vendors. This role requires strong organizational, communication, and problem-solving skills, along with the ability to maintain strict confidentiality.

Duties and Responsibilities:

- Strategic Planning and Implementation: Help with implementation strategies to improve organizational efficiency, support strategic goals and provide aid to Managers.
- Schedule and calendar management: Manage the CEO's calendar, schedule appointments, and prioritize time to align with organizational goals. Handle sensitive and confidential information with the utmost discretion, including corporate matters.
- Administrative Support: Handle a wide range of administrative tasks, including correspondence, composing reports and presentations, and managing filing systems. Provide direct support to leadership team.
- Meeting Coordination: Plan and facilitate meetings, including setting up logistics and preparing agendas and meeting materials.
- Research and Follow Up: Conduct research on various topics for meetings and follow up on incoming issues to determine the appropriate course of action.
- Evaluate internal controls: Assess the effectiveness of internal controls systems and recommend improvements. Ensure regulatory compliance and relevant laws and regulations.
- Review Audit Plans: Track the performance and update organizational audit including HR, Marketing, Projects et al. analyze data and reports and evaluate effectiveness to make process improvements.
- Collaborate with internal departments, public relations, and other departments to ensure effective and consistent messaging.
- Suggest new procedures and policies for improving membership experience, including evaluating and developing workforce plans, employee learning and other development programs and priorities to meet organizational needs
- Natural flexibility in handling day-to-day routines as well as surprises, including administrative support as needed including scheduling/booking appointments, meetings, and events. Ensure organizational efficiency by cultivating relationships with internal/external vendors.

Phone: (204) 943-9111
Fax: (204) 942-3698
Email: LeadershipTeam@mediancu.mb.ca

303 Selkirk Avenue
Winnipeg, Manitoba
R2W 2L8

"Remembering the Past – Creating our Future"

What are we looking for:

- Analytical mindset. Creativity. Strategic thinking.
- Grade 12 diploma with 5 years of relevant work experience
- Maintain the confidentiality of sensitive and private information
- Aptitude for meticulous approach for reviewing documents and data
- Strong time-management and people skills, high degree of flexibility, and excellent multitasking ability
- Proficiency in software tools including MS Office, and internet applications.
- Excellent verbal and written communication skills to liaise with members, employees, and cross functional teams.
- Strong Commitment to teamwork with the ability to work collaboratively in a team-based organization.
- Community focused, whether our own community or other communities.
- Effective organizational and time management skills.
- Ability to work under minimal supervision, within a highly regulated environment.
- Ability to establish and maintain cooperative working relationships with and between individuals from diverse cultures and backgrounds.

If you are interested:

Please email your resume and cover letter to LeadershipTeam@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, or Inuit to apply as Me-Dian Credit Union is dedicated to employing a diverse team to meet our member's needs!

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