



EMPLOYMENT OPPORTUNITY

Northern Inter-Tribal Health Authority

PROGRAM ADMINISTRATION ASSISTANT – Full Time COMMUNITY SERVICES UNIT

Prince Albert, Saskatchewan

The Northern Inter-Tribal Health Authority is a dynamic and evolving healthcare agency that provides healthcare program support and services to its four northern partners: Prince Albert Grand Council, Meadow Lake Tribal Council, Lac La Ronge Indian Band, and Peter Ballantyne Cree Nation.

POSITION MANDATE

Under the direct supervision of the Manager of Community Services, the Program Administrative Assistant provides administrative and operational support to assigned programs by implementing and maintaining effective technical and administrative processes. The position assists Program Advisors with a broad range of administrative functions, develops and maintains program information collection and record-keeping systems, and ensures activities are carried out in accordance with program objectives, applicable legislation, policies, procedures, and standards. The Program Administrative Assistant works collaboratively with the office support team to promote the efficient and effective operation of the department.

QUALIFICATIONS/EXPERIENCE

This position requires demonstrating strong interpersonal skills, including tact and diplomacy when navigating diverse situations, and additionally, must have the following qualifications:

- One (1) year of post-secondary education in office administration/education.
- Minimum of two (2) years of relevant experience.
- Competent in the use of standard office equipment and administrative practices and procedures.
- Proficient in English, both verbal and written communication.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) is required.
- Confidence in producing professional meeting minutes.
- Knowledge and experience in event planning.
- Experience in working directly with the general public.
- Ability to multitask and meet deadlines.
- A high standard of confidentiality in handling sensitive information.
- Experience working in a First Nations organization is an asset.
- The ability to speak a First Nations language is an asset.
- A valid Class 5 driver's license is mandatory.

NITHA has a competitive salary/benefits package. Only complete applications with a **cover letter, resume, three (3) work-related references, and proof of education credentials** will be considered. We appreciate all applicants; **however, only those chosen for an interview will be contacted.**

Closing Date: **May 29, 2026**

Interested applicants may submit their application in confidence to:



Human Resource Advisor
Northern Inter-Tribal Health Authority
PO Box 787
Prince Albert, SK. S6V 5S4



1 (306) 953-5010 (Fax)
hr@nitha.com (Email)



www.nitha.com