

Ka-Na-Chi-hih Healing Lodge

Training and Development Production Assistant

SUMMARY:

As a member of Ka-Na-Chi-Hih Healing Lodge Administration team, the Training and Development Production Assistant is responsible for providing media and administrative support to ensure that all training initiatives across the organization run efficiently, as well as supporting staff and leadership as needed in a professional manner.

DUTIES AND RESPONSIBILITIES:

- Design, create, and edit professional PowerPoint presentations and slide decks for organizational meetings, training sessions, and external communications.
- Standardize organizational forms, templates, and documents to ensure consistency in branding, formatting, and overall presentation quality.
- Review and update brochures, promotional materials, and informational resources to maintain a unified and professional appearance across all Lodges.
- Collaborate with management and staff to develop visually engaging media and communication materials that support organizational goals and initiatives.
- Maintain and organize digital media assets, templates and branding resources to ensure easy access and consistent use across the organization.
- Support the Manager of Training and Development by accomplishing related tasks as needed.

QUALIFICATIONS:

- Highschool diploma or equivalent
- 2 years of recent related experience is desirable
- Well versed in Microsoft Office Suite (Word, Outlook, Excel) and SharePoint
- Ability to effectively communicate with others
- Must be able to work as a team member and as an individual
- Must be able to travel to NAN communities and other Lodges
- Fully Vaccinated for COVID-19

- Able to provide a satisfactory police record check, work flexible hours and provide proof of Covid-19 vaccination.

ACCOUNTABILITY:

Training and Development Production Assistant is under the day-to-day supervision of the Manager of Training and Development, with overall accountability to the Director of Human Resources.