



# Eyaa-Keen Centre Inc.

*Changing Ways. Changing Lives.*

## Employment Opportunity:

**Eyaa-keen Healing Centre, Inc.** is a non-profit organization that is run by a volunteer Aboriginal Board of Directors for the purpose of providing psychological rehabilitative programs and services that focus on the spiritual, mental, emotional and physical well-being of Aboriginal people.

The "Being Me, Being Free" training sessions at Eyaa-keen address a variety of issues including needs of survivors of the Residential Schools Legacy, victims of historical trauma, abuse, domestic violence, and other traumas and losses. This program is internationally accredited.

## **DATA ENTRY CLERK (Part-Time)**

- Possess exceptional attention to detail
- Be committed to quality assurance and upholding a high degree of confidentiality
- Have a demonstrated proficiency with Microsoft Office software
- Be organized and capable of multi-tasking
- A genuine interest and sincere desire to be part of helping others
- Have the ability to be calm in a busy environment
- Have effective verbal and written communication skills
- Be willing to learn and open to new challenges
- Have the ability to follow instructions and work within tight time frames
- Have a strong ability to work with minimal supervision
- Open to carrying out other tasks as assigned.

Please send a brief cover letter with resume including your qualifications, salary expectations and 3 references to:

Office Manager, Eyaa-keen Healing Centre Inc.

547 Notre Dame Ave., Winnipeg, MB R3B 1S2

Fax 204-284-7292 or email [contact@eyaa-keen.org](mailto:contact@eyaa-keen.org) No phone calls please.

We thank all who apply and advise that only those applicants selected for interview will be contacted.



Internationally Accredited



547 Notre Dame Avenue • Winnipeg, Manitoba • R3B 1S2 • Ph: (204) 783-2976 • Fax: (204) 284-7292

**1-877-423-4648 • [www.eyaa-keen.org](http://www.eyaa-keen.org)**