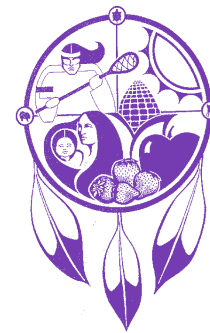


KAHNAWAKE SCHOOLS DIABETES PREVENTION PROJECT
Center for Research & Training in Diabetes Prevention
P.O. Box 989, Kahnawake Mohawk Territory
Quebec, Canada J0L 1B0
Tel: (450) 635-4374
Fax: (450) 635-7279



**“ Daily Physical Activity, Healthy Eating Habits & a Positive Attitude
Can Prevent Diabetes”**

Job Posting

Diabetes Action Canada (DAC) Indigenous Patient Circle Support and KSDPP Administrative Assistant

The DAC Administrative Assistant supports the Indigenous Patient Advisory Circle and the Indigenous Goal Group of Diabetes Action Canada. The Administrative Assistant also provides support to ensure the efficient overall flow of KSDPP operations.

Part time: 18.75 hours/ 2.5 Days per week

Contract Duration: July 5, 2021 to March 31, 2022

Qualifications: Proven experience with at least 3 years working experience in office practices and procedures, a self starter and team player who thrives in a fast-paced environment. A certificate in administration, office management or related field is required. Qualified indigenous applicants are a priority.

Application: Please submit letter of intent, updated resume with names and contact information for two (2) references to Ms. Connie Meloche KSDPP General Manager at info@ksdpp.org by 4:00 PM Monday, June 28, 2021.