



UNION OF
NOVA
SCOTIA
MI'KMAQ



Union of Nova Scotia Mi'kmaq
Administrative Assistant

Department:	Capacity Development
Position:	Administrative Assistant
Supervisor:	Director of Capacity Development
Location:	Membertou office
Employment Term:	One-Year Term (September 2021 - August 2022)

UNSM First Nation Member Communities: Membertou, Eskasoni, Potlotek, Wagmatcook and We'koqma'q

The overall purpose of the UNSM Capacity Development department is to support member First Nations strengthen their governance and program capacity by facilitating knowledge transfer through capacity-building training, workshops and other tools; and by providing advisory support to build community capacity as requested – based on the individual and collective needs of member First Nations.

The Administrative Assistant provides support to the Capacity Development team. The Administrative Assistant must be able to manage multiple tasks and possess excellent time management skills, be responsive and able to take direction while being fully dedicated to their delegated tasks.

The Administrative Assistant is required to travel throughout Nova Scotia. Travel outside the province may also be required. Therefore, the Administrative Assistant must have a valid driver's license and access to reliable transportation. The Administrative Assistant must be able to work remotely due to Covid 19.

Scope of Position:

The Administrative Assistant is responsible for assisting in the delivery of Capacity Development programs and services on behalf of UNSM member communities. The responsibilities of the role include the following:

- Provide assistance to the Director of Capacity Development including organizing meetings and scheduling appointments/travel;
- Develop and maintain a document management system;

- Ensure maintenance of the Capacity Development webpage and social media content/promotion;
- Monitor office equipment, inventory and order supplies as necessary;
- Coordinate meeting facilities/venues and catering services for meetings/events and arrange accommodation for meeting participants;
- Produce kits/materials for meetings, conferences, training sessions, presentations;
- Record, transcribe and prepare minutes for all meetings;
- When required, participate in activities such as training, conferences and meetings;
- Process Director-approved payments and travel claims;
- Coordination, communication and networking with member communities;

Please note that the duties outlined in this posting are not exhaustive and other duties may be required.

Qualifications:

- Diploma or certificate in Office Administration or similar;
- 3+ years of related work experience;
- Proficient with Apple hardware/products and Mac OS software;
- Proficient in Microsoft Office Suite programs including Word and Excel;
- Experience with recording minutes;
- Experience in the use of office equipment (printers, photocopier, fax, binding machine etc.);
- Must possess strong organizational skills;
- Strong communication and writing skills;
- Able to work independently and with a team;
- Preference given to Indigenous/Mi'kmaq applicants;

Closing Date for Applications: Friday, August 13th, 2021 at 4:30pm. LATE APPLICATIONS WILL NOT BE ACCEPTED.

Please send your cover letter, resume, and a list of three professional references (names and contact info) to Rachel Paul-Coles at careers@unsm.org

Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSM hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Disclaimer:

The Union of Nova Scotia Mi'kmaq reserves the right to refuse any and all applications for employment at any time during the hiring process.