

Union of Nova Scotia Mi'kmaq – Employment Opportunity

Information Governance & Data Projects · Membertou, Nova Scotia



Title: Administrative Assistant

Description: The Administrative Assistant provides daily support to the Director of Information Governance and Data Projects and the research team from time to time when required. The role of the Administrative Assistant serves to support the management of Information Governance and Data Project activities. They are a crucial contributor to upholding the integrity of the UNSM data projects and must maintain confidential documents and private information. Support duties entail participation in meetings, the development of tools, and assistance regarding the development and maintenance of other processes endeavoured by the UNSM related to research activities. Therefore, the candidate must manage multiple tasks, possess excellent time management skills, possess a high standard of work ethic, be responsive, and take direction while fully dedicated to their delegated tasks.

Key Responsibilities:

- Produce kits/material for meetings, conferences, training sessions, presentations etc.;
- Participate in meetings, record meeting minutes, attend all IGDP conferences, training sessions, presentations and teleconferences;
- Maintain projects and websites (update, upload information);
- Organize and promote media release materials and process information requests;
- Support the implementation of data dissemination plans (mailing/copying, etc.);
- Schedule meetings, record minutes, secure meeting venues, and catering;
- Manage paper-based and electronic filing systems;
- Log and input verified information (manual/electronic) when required; and
- Work with the data projects staff on other related project activities as they develop and/or as they are created

The candidate must also possess:

- An undergraduate degree, or at least 5 years' experience
- A high level of trust and confidentiality
- Experience with clerical duties and planning events
- Self-motivated, team player excited to work in a fast-paced environment, and complete tasks in a timely manner.
- Effective verbal and listening, communications, organizational, and technical skills including the ability to operate iOS, Email, ASANA Project Manager, and Microsoft Office (Word, PowerPoint, Excel)
- Experience working with First Nations, both regional and/or community level is preferred
- Knowledge of Indigenous and/or Mi'kmaq Culture and History is considered an asset
- Ability to speak and/or understand Mi'kmaq language is considered an asset
- Access to a reliable vehicle

- Ability to travel within Nova Scotia, potentially to PEI, NL, NB, and other provinces within Canada
- Valid Driver's Licence and automobile insurance required

Salary Range: Based on education, experience, and qualifications

Location: Membertou, Nova Scotia

Duration: 1-year term position with opportunity for renewal

Supervisor: Information Governance & Data Projects Director

Closing Date: **Open Until Filled**

Please submit your cover letter, and resume to:

Rachel Paul

Careers@unsm.org

Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSM hires based on 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 all applications for employment at any time during the hiring process