



UNION OF
NOVA
SCOTIA
MI'KMAQ



Union of Nova Scotia Mi'kmaq Employment Opportunity

Location: Membertou Main Office

Tripartite Forum Administrator

The Mi'kmaq – Nova Scotia- Canada Tripartite Forum seeks the services of a full-time Tripartite Forum Administrator to work from the UNSM office in Membertou, NS. This is a one-year contract with option for renewal.

The Mi'kmaq-Nova Scotia-Canada Tripartite Forum was formed in 1997 as a partnership between the Nova Scotia Mi'kmaq, the Province of Nova Scotia and the Government of Canada, to strengthen relationships and resolve issues of mutual concern affecting Mi'kmaq communities.

RESPONSIBILITIES:

Under the supervision of the Tripartite Liaison, the Administrator will perform a wide range of duties related to the promotion and coordination of the Tripartite Forum such as:

- Provides Direction on the overall administrative operation of the Tripartite Forum.
- Coordinates meeting facilities and catering services for meetings and arranges accommodations for meetings (Membertou and Millbrook).
- Processes paperwork for meeting payables.
- Prepares meeting kits and records, transcribe minutes, and distribute files for the four of the seven working committees and the Executive, Officials, and Co-chairs meetings on an alternating basis.
- Maintain updated minute books, membership lists, and filing system for all Tripartite Forum correspondence within the UNSM office.
- General support and secretarial services for the Tripartite Forum Secretariat.

**Please note that these duties are not exhaustive and other duties may be required.*

QUALIFICATIONS:

- Three or more years of related work experience, or completion of a secretary and/or an executive assistance certificate, or office systems technology programs.
- Ability to type minimum of 60 words per minute.
- Effective Minute taking experience.
- Experience in an office setting and technical skills (Microsoft Office, Word, Excel, emails...).
- Ability to work unsupervised.
- General knowledge of The Tripartite Forum, The Union of Nova Scotia Mi'kmaq, Nova Scotia Mi'kmaq communities,
- Ability to communicate effectively, orally and written.
- Knowledge of Mi'kmaq language would be an asset.
- Effective interpersonal skills, high level of initiative and motivation.
- Must have a reliable vehicle, valid driver's license, and ability to travel

Salary: based on credentials and experience

CLOSING DATE FOR APPLICATIONS: FRIDAY, OCTOBER 22, 2021

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Please submit to:

Email: Careers@unsm.org

Or Mail to: c/o Rachel Paul
201 Churchill Drive
Membertou NS, B1S 0H1

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.