

Union of Nova Scotia Mi'kmaq – Employment Opportunity

Capacity Development · Membertou, Nova Scotia



Title: Office Clerk

Description: 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.

Reporting to the Project Coordinator at UNSM, the successful candidate will provide support to the Capacity Development Team and UNSM's Finance Department. The Office Clerk 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 task.

Key Responsibilities:

- Assist/Support UNSM staff and the CFO of UNSM.
- Provide day-to-day administrative duties (answering phone, taking messages, filing, photocopying, scanning, and faxing, etc.)
- 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
- Record, transcribe and prepare minutes for all meetings

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

The candidate must also possess:

- Recent graduate or current student of a post-secondary institution. **Must be under 30.**
- Ability to work independently and as part of a team.
- Proficient with Email, Microsoft Office (Word, PowerPoint, Excel).
- Strong communication skills including ability to present information.
- Knowledge of Indigenous and/or Mi'kmaq communities/organizations an asset.
- Ability to speak and/or understand the Mi'kmaq language is an asset.
- Valid driver's license and automobile insurance required.
- Travel and access to a reliable vehicle required.

Location: Membertou, Nova Scotia
Duration: 8 weeks
Supervisor: Project Coordinator
Closing Date: October 15, 2021, at 12:00pm (noon)

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