



Kwilmu'kw Maw-klusuaqn Mi'kmaq Rights Initiative

Our Rights. Our Future.

Employment Opportunity



POSTION: Administrative Assistant

LOCATION: Millbrook, Nova Scotia

CLOSING DATE: June 26, 2022

JOB SUMMARY

Kwilmu'kw Maw-klusuaqn Negotiation Office (KMK) supports the Assembly of Nova Scotia Mi'kmaw Chiefs (Assembly) in the negotiation and consultation processes. KMK engages Nova Scotia Mi'kmaw communities on the best ways to implement our collective Aboriginal and Treaty Rights. KMK is seeking an **Administrative Assistant** to assist with this important work. This position is based on approved funding.

DUTIES AND RESPONSIBILITIES

The **Administrative Assistant** will be responsible for supporting the KMK team in general administrative functions and may be assigned to general or topic specific files. Main duties will include: answering the office phone lines and redirect calls; answer general inquiry emails; send, receive and file correspondence; track employee time sheets and itinerary; book hotels, meeting spaces, and catering; place supply orders; and will support other administrative needs of the team, as required.

QUALIFICATIONS

- High-school education, GED, or equivalent
- Post-secondary education in business or administrative fields will be considered a strong asset
- 1-2 years of prior administrative experience preferred
- Prior experience using Microsoft Suite
- Strong organizational skills and attention to detail
- Possesses strong tact, diplomacy, and interpersonal skills
- Excellent time management and organizational skills
- Superior verbal and written communication skills
- Ability to work efficiently individually and as part of a team
- Prior experience working with Mi'kmaw and/or Aboriginal communities and organizations is an asset

CONDITIONS OF EMPLOYMENT

- Must hold and maintain a valid NS driver's license. Travel throughout Nova Scotia will be required.
- Potential for occasional work on weekends or evenings.

Applications/resumes must be received by 11:59pm on the closing date and can be emailed to: CAREERS@MIKMAQRIGHTS.COM

Kwilmu'kw Maw-klusuaqn 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.

Please note that only those selected for further consideration will be contacted.