



Kwilmu'kw Maw-klusuaqn Mi'kmaq Rights Initiative

Our Rights. Our Future.

Employment Opportunity



POSTION: Administrative Specialist, Governance

LOCATION: Millbrook, Nova Scotia

CLOSING DATE: Open until filled

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 Specialist, Governance** to assist our team with this important work.

DUTIES AND RESPONSIBILTIES

The **Administrative Specialist, Governance** will be responsible for supporting multiple teams in general administrative functions including minute taking. Main duties will include: minute taking, coordinating meetings, organizing and maintaining filing and archive systems for documents, answering general inquiry emails; book hotels, meeting spaces, and catering; 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
- **Strong minute taking skills are required**
- 1-2 years of prior administrative experience preferred
- Prior experience using Microsoft Office Suite
- Strong organizational skills and attention to detail, with an ability to prioritize, multi-task and handle competing deadlines
- Possesses strong tact, diplomacy, and interpersonal skills
- Able to maintain a high level of confidentiality
- 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. Some travel throughout Nova Scotia will be required.
- Potential for occasional work on weekends or evenings.

Cover letters and resumes 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.