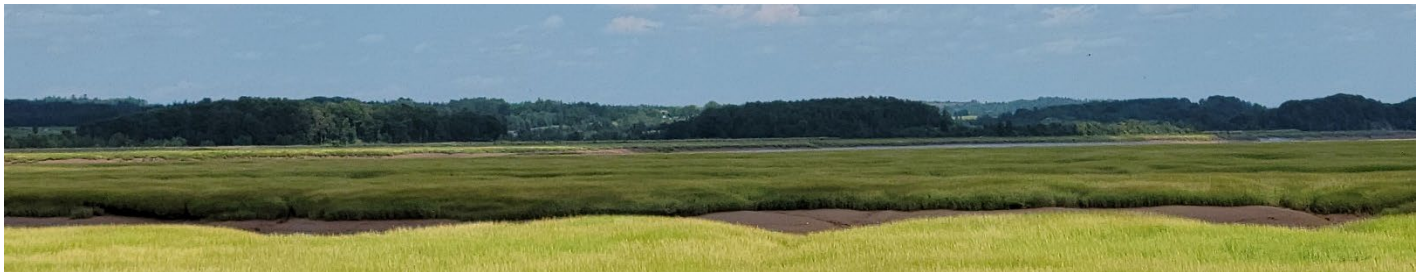




Kwilmu'kw Maw-klusuaqn Mi'kmaq Rights Initiative

Our Rights. Our Future.

Employment Opportunity



POSTION: Executive Assistant

LOCATION: Millbrook, Nova Scotia

CLOSING DATE: November 19, 2023

JOB SUMMARY

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

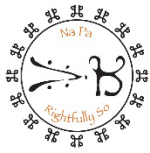
Reporting to the Executive Director, the **Executive Assistant** provides confidential and comprehensive executive-level support to the Executive Director. This position is required to respond to shifting projects and high-level priorities in a timely manner. Further responsibilities will include: managing incoming requests, project coordination, meeting minutes, coordinating presentations, acting as the first point of contact for the Executive Director, prioritizing communications and deadlines, liaising and collaborating with communities, community leadership, provincial and federal governmental departments.

DUTIES AND RESPONSIBILITIES

- Leads the administrative function to support the successful flow of information in a timely and accurate manner.
- Manage, coordinate and control the Executive Director's calendar using sound judgement and initiative.
- Completes a broad variety of administrative tasks including workload planning, maintaining daily schedule; arranging detailed travel plans, itineraries, and agendas; compiling documents for travel related meetings.
- Records minutes, action items and maintains all official results/resolutions at meetings.
- Assists the Executive Director with research and documentation relevant to planning priorities.
- Facilitates a flow of communication between KMK, ANSMC, other external organizations and internal teams, building trust and credibility.
- Prepare and execute expense claims.
- Participates in administrative process improvements, streamlining meeting procedures.
- Maintain broad knowledge of activities and projects of the various working committees.
- Other related duties including occasional administrative assistance in other areas of KMK as required.

QUALIFICATIONS

- Three (3) years experience directly supporting an executive. Similar experience as a law clerk may be considered.
- Superb written and verbal communication skills.
- Strong time-management skills and the ability to organize and coordinate multiple projects at once.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems.
- Possesses strong tact, diplomacy, and interpersonal skills.



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- Flexible team player willing to do what it takes to get the job done.
- Adaptable and enjoys a challenge.
- Ability to uphold a strict level of confidentiality and discretion.
- Prior experience working with Mi'kmaw and/or Indigenous 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.

WORK WITH US

We value our employees and strive to provide a supportive and inclusive work environment. As an Executive Assistant, you will enjoy the following benefits:

- Competitive salary and comprehensive benefits package
- Work-life balance with remote work opportunities
- Opportunities for professional development and growth
- Collaborative and team-oriented culture
- Meaningful work that contributes to the advancement of Indigenous rights

If you are a highly organized and detail-oriented individual with a passion for supporting Indigenous communities, we encourage you to apply for the position of Executive Assistant.

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.