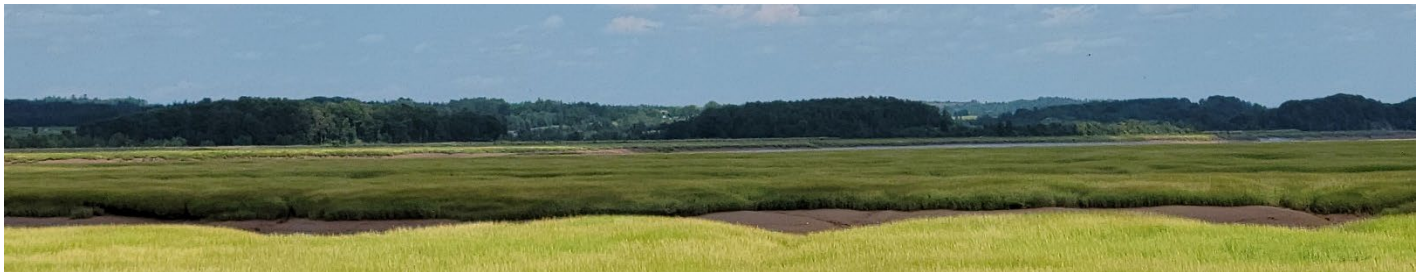




## Kwilmu'kw Maw-klusuaqn Mi'kmaq Rights Initiative

Our Rights. Our Future.

# Employment Opportunity



**POSTION:** Administrative Assistant

**LOCATION:** Millbrook, Nova Scotia

**TERM:** To February 7, 2025, with possibility of extension.

**CLOSING DATE:** February 25, 2024

## 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 **Administrative Assistant** to assist with this important work.

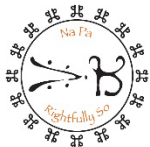
Reporting to the Director of Consultation, the **Administrative Assistant** provides comprehensive support to the Director and the Consultation Team. This position is required to respond to shifting projects and priorities in a timely manner. Further responsibilities will include: managing incoming requests, meeting minutes, coordinating presentations, acting as the first point of contact for the Director, prioritizing communications and deadlines.

## DUTIES AND RESPONSIBILITIES

- 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.
- Support the successful flow of information in a timely and accurate manner.
- Manage, coordinate and control the Director's calendar using sound judgement and initiative.
- Records minutes, action items and maintains all official results/resolutions at meetings.
- Assists the Director with research and documentation relevant to planning priorities.
- Facilitates a flow of communication between KMK and 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 administrative experience directly supporting a director or executive. Similar experience as a law clerk or similar working experience in a law office will be considered.
- Post-secondary education in business administration, office management, or related will be considered a strong asset.
- 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.

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**Applications will not be accepted without a cover letter and resume.**  
**Applications 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.**