



Kwilmu'kw Maw-klusuaqn
Mi'kmaq Rights Initiative

Our Rights. Our Future.

Employment Opportunity



POSTION: Administrative Support, Governance & Executive Director

LOCATION: Millbrook, Nova Scotia

CLOSING DATE: May 14th, 2025

JOB SUMMARY

Reporting directly to the Governance Manager, the **Administrative Support, Governance & Executive Director** role provides generalist support to the Governance Team while also serving as the primary administrative resource for the Executive Director and Assembly-related activities. In addition to coordinating meetings, managing general office duties, and facilitating communications, this role plays a key part in supporting the Executive Director by managing their schedule and ensuring smooth day-to-day operations for the P&P and Assembly sessions.

DUTIES AND RESPONSIBILTIES

- Schedule and coordinate the Governance Manager and the Governance Team's meetings, Assembly, and P&P sessions.
- Manage the Executive Director's schedule, coordinating appointments, conferences, and internal/external meetings to optimize time efficiently.
- Develop detailed meeting agendas and compile binders or electronic folders with relevant materials prior to meetings.
- Accurately record, transcribe, and distribute minutes for all meetings, including Governance Team sessions, P&P, and Assembly.
- Oversee the scheduling and logistical support for the Assembly, organizing events and ensuring all details are clearly communicated to participants.
- Coordinate P&P meetings by setting schedules, preparing agendas, and handling follow-up communications.

QUALIFICATIONS

- High-school education, GED, or equivalent.
- Certificate or diploma in Office Administration, related training, or coursework is preferred.
- 1-2 years of administrative experience and/or minute-taking.
- Experience managing digital file storage systems, ensuring structured organization, secure access, and efficient retrieval of documents is a strong asset.
- Excellent computer skills including 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'kmaq and/or Indigenous communities and organizations is strong 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