



Kwilmu'kw Maw-klusuaqn Mi'kmaq Rights Initiative

Our Rights. Our Future.

Employment Opportunity



POSTION: Administrative Support, Parks Team

LOCATION: Millbrook

CLOSING DATE: October 23, 2026

JOB SUMMARY

Kwilmu'kw Maw-klusuaqn (KMK) supports the Assembly of Nova Scotia Mi'kmaw Chiefs (Assembly) in negotiation and consultation processes. KMK engages Nova Scotia Mi'kmaw communities on the best ways to implement collective Aboriginal and Treaty Rights.

Reporting to the Parks Lead, the Administrative Support position provides administrative and coordination support to the Parks team, including the organization of meetings, records, correspondence, travel and other administrative activities. The role will also provide administrative support to other KMK teams or files as needed, including front desk reception coverage.

Note: This is classified as an in-office position based in Millbrook, Nova Scotia, and is not eligible for remote or hybrid work arrangements.

DUTIES AND RESPONSIBILITIES

This Administrative Support role will provide administrative and coordination support to the Parks team, including meeting coordination and minute-taking, records management, correspondence, travel arrangements and general administrative support. The role will also support other KMK teams and files as needed, including front desk reception coverage. Travel throughout Nova Scotia may occasionally be required.

QUALIFICATIONS

- High school diploma, GED, or equivalent; post-secondary education in business or administration is an asset
- Minimum 2 years of administrative experience in a professional office environment
- Demonstrated proficiency in minute-taking, meeting coordination, records management and general office administration
- Proficiency in Microsoft Office Suite, including Teams
- Strong organizational skills and attention to detail, with the ability to independently manage competing priorities
- Strong written, verbal and interpersonal communication skills, with tact, diplomacy and discretion
- Experience working with Mi'kmaw and/or Indigenous communities and organisations is an asset

CONDITIONS OF EMPLOYMENT

- Must hold and maintain a valid Nova Scotia driver's licence. Travel throughout Nova Scotia may be required.
- Provide a current Criminal Record Check.
- Occasional evening or weekend work may be required.

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.