



**MICMAC NATION OF GESPEG
JOB OFFER
EXECUTIVE ASSISTANT**

Are you an organized person looking for a challenge? The Micmac Nation of Gespeg is looking to hire an Executive Assistant. This person must have strong interpersonal skills and initiative. This person will work from the Nation's administrative office located in Gaspé.

DESCRIPTION

Under the supervision of the organization's Executive Director, the incumbent will support the Chief in the execution of administrative tasks.

Responsibilities

Among other things, this person will be responsible for:

- Participate in Council meetings and prepare Council meeting minutes
- Prepare and distribute the agenda to the Council and contact the Chief and Councilors to organize meetings
- Help to identify items to be presented in front of Council
- Assign timelines for requests from community members or senior management
- Prepare the Band Council resolutions according to the information and instructions from Council and when applicable, instructions from management

REQUIREMENTS

- Diploma in Office technology or similar training;
- Minimum of three (3) years of experience in an similar position;
- Skills in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Excellent communication skills in English and French (written and spoken);
- Knowledge of the micmac language would be considered an asset.

SKILLS AND ABILITIES

- Able to work in a complex organization
- Demonstrates a high level of confidentiality
- Autonomous and has initiative
- Good knowledge of Micmac culture, specifically the Micmac Nation of Gespeg.
- Excellent ability to manage interpersonal relationships
- Able to multi-task

WORK CONDITIONS

- Under the supervision of Gespeg's Executive Director
- Full-time employment (35 hours/week)
- Location of employment: Micmac Nation of Gespeg Administrative Office
- Compensation: \$ 19/h, based on current salary scale
- Must be able to travel, if necessary
- Duties require working some evenings, weekends or holidays.

Please send your resume to:

Executive Assistant Position

MICMAC NATION OF GESPEG

Email: michegabe@gmail.com

By mail : 30243, route 134, McLeods, NB, E3N 5T9

Your application must be received by Friday, March 26, 2021 at 5 p.m.

*This offer is primarily offered to the members of the Micmac community of Gespeg.
In the event that no applications are accepted, the offer will be available to the entire population.
Only preselected candidates will be contacted*