



MI'GMAWEI MAWIO'MI SECRETARIAT

2 Riverside West • Listuguj, Gespe'gewa'gi • GOC 2RO

Organization: Mi'gmawei Mawio'mi Secretariat (MMS)

Position title: Administrative Assistant

Reports to: Director of Operations/Communications

Role and Purpose

Reporting directly to the Director of Operations/Communications, the Administrative Assistant will provide administrative and clerical support to Operations/Communications. The Mi'gmawei Mawio'mi Secretariat acts as an advisor and consultant to the member communities of Listuguj, Gesgapegiag and Gespeg on issues of common concern and to develop a strong and self-sufficient Gespe'gewa'gi. The selected candidate will demonstrate initiative, professionalism and be able to work in a collaborative environment.

Tasks and Responsibilities

The Administrative Assistant is responsible to:

- Manage and maintain executive schedules, including scheduling travel and the Director's calendar;
- Support the Director of Operations in related administrative tasks
- Answering and directing calls to appropriate parties, taking messages;
- Provide clerical and general office support to the unit including communications;
- Maintain an orderly, secure and efficient filing system;
- Lead, organize and coordinate regular and special meetings as they arise;
- Responsible to process Purchase Orders.

Requirements

- Education from a recognized post-secondary training institution with specializing in office management and supporting information systems.

- He/she has proven efficiency in office administration through previous work experience, preferably working with Mi'gmaq First Nations organization in a similar role.

Skills and competencies

- Knowledge of economic and social development issues on First Nation Community;
- Experience administering work and thinking at a strategic level;
- Strong communication and interpersonal skills;
- Excellent time management, organization, and prioritization skills;
- Ability to work in a team environment;
- Strong computer skills including an advanced knowledge of Word, Excel and Power Point.
- To be able to speak and write French would be an asset
- Understands and follows direction, is able to effectively administer measures and follow up;

WORK CONDITIONS

- No or very limited physical effort required
- Work is performed in an office or home based
- Some offsite travels may be required

APPLICANTS:

- 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 email your resume and cover letter to jbarnaby@migmawei.ca by the deadline of **December 10th by 4 PM.**