



**Ta'n Etli-tpi'tmk**  
"Mi'kmaq Social Governance Association"

Employment Opportunity  
Senior Administrative Secretary  
Ta'n Etli-tpi'tmk Corporate Office

Ta'n Etli-tpi'tmk, as a Mi'kmaq public institution, was established to support the implementation of enhanced social programs and services in all thirteen Mi'kmaq communities in Nova Scotia. Jurisdiction with respect to Mi'kmaq enhanced social program delivery is to be exercised by individual Mi'kmaq communities. The thirteen Mi'kmaq Chiefs serve on the Governance Council.

Ta'n Etli-tpi'tmk is looking for an experienced Senior Administrative Secretary to provide administrative support to the Governance Council and the executive branch staff to plan for self-government and full implementation of final agreements.

The Senior Administrative Secretary is a member of the Ta'n Etli-tpi'tmk Association Executive Branch.

The ideal candidate should possess a combination of corporate experience and technical skills to meet the Senior Administrative Secretary roles and responsibilities. Applicants should possess a minimum of five years experience working with Chiefs or Mi'kmaq band governments, have strong communication skills, be flexible to travel to meetings, a strong work ethic to meet planning deadlines and ability to work independently. Candidates should have a valid drivers license and vehicle.

Interested Candidates should submit a copy of their current resume and a one page statement why they are applying for the position to Jean Knockwood, Senior Policy Advisor ([jean.knockwood@msgam.ca](mailto:jean.knockwood@msgam.ca)) by Friday October 8, 2021 at 4:00 pm AST. Interested candidates can obtain a copy of the Senior Administrative Secretary Job Description from Jean Knockwood.

Interviews will be held virtually on Wednesday October 13, 2021



