



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity Administrative/Communications Assistant

Full Time Term Position Starting as soon as possible - March 31, 2023 (With possibility of renewal)

Description: Provide administrative/communications support to the Atlantic Indigenous Economic Development Integrated Research Program (AIEDIRP) in a professional and personable manner for research, policy and programs. Important elements will include the organization and coordination of meetings/conferences, managing and populating websites, and tracking budgets.

Who Can Apply: Applicants should possess a diploma or certificate in office/administrative management/assistance from a recognized post-secondary institution. A combination of comparable, relevant and recent education and experience may also be considered.

Experience: Applicants must have at least 3-5 years' experience working as an Administrative Coordinator/Assistant; 1-3 years' experience working for a First Nation community or organization would be an asset.

Abilities & Skills:

- Possess a valid driver's license, have a reliable vehicle and be willing to travel when required; and;
- Demonstrated proficiency in computer software such as Microsoft Office Suite, Ring Central, Box, Email, Internet, Facebook etc.
- Knowledge of First Nation communities and organizations, universities in the Atlantic region.
- Strong organization, communication, time management and writing skills.
- Strong office management skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

Essential Functions and Duties:

- Provide administrative support to steering committee members, adjunct committees including community members, and program staff.
- Update contact lists – Steering committee, sub-committees, and stakeholders contact lists, etc.
- Type and edit documents (i.e., minutes, reports, publications, infographics, website)
- Book meetings/conferences, send memos, notify members of meetings.
- Create and circulate interoffice and regional memos via email/fax/file sharing
- Establish file management systems, filing all correspondence/documents.
- Packages and emails documents records outgoing, incoming correspondence/emails.
- Reception - answering the phone, emails, messages (as backup only).
- Assist in making travel arrangements for program staff.
- Assist with special projects and events as required.
- Develop and track and update budgets.
- Research private and public sector economic development funding opportunities.
- Research and provide recommendations on community economic development research and program opportunities.

Salary: Depending on qualifications and experience

Location: Cole Harbour, Dartmouth, Nova Scotia

Start date: As soon as possible until March 31, 2023 (with a possibility of renewal)

If you are interested and qualified and would like to become part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition 2022-01-05** on the cover letter and subject line of your email;
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** by **4:30 p.m. (Atlantic Standard Time)** on **Friday, January 21, 2022.**

Email address: hr@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.