



## Native Council of Prince Edward Island Job Description

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Position: Administrative Assistant  
Location: 6 FJ McAulay Court, Charlottetown, PE  
Wage: \$17 - \$19/hour based on education & demonstrated experience  
Hours: 37.5 hours per week  
Start Date: As soon as possible

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The Administrative Assistant will work closely with and in support of the NCPEI President & Chief to provide administrative support with the day-to-day operations.

**REPORTS TO:** The President and Chief

### **DUTIES AND RESPONSIBILITIES:**

- Planning, organizing, and coordinating all administrative activities of the President & Chief.
- Managing, scheduling, and preparing professional appointments with timely follow-up.
- Recording and maintaining meeting minutes, debriefs and contact information.
- Organizing and coordinating Board of Directors and Zone meetings.
- Filing and organizing paper and electronic documents, such as emails and reports.
- Monitoring the President & Chief's calendar and proactively addressing anticipated needs.
- Responding to, preparing, and following up on information requests.
- Available to work some evenings and weekends as per needs of the position.

### **ESSENTIAL SKILLS AND QUALIFICATIONS:**

- Post-Secondary Degree / Diploma in Administrative Assistant or relevant field.
- Up to 2 years continuous working experience in an administrative capacity.
- Vulnerable sector check is required prior to commencing employment.
- Familiarity with federal / provincial government structures and internal workings would be considered an asset but not necessary.
- Knowledge and experience of non-profit organizations considered an asset.
- Knowledge of Indigenous culture, values, and practices considered an asset.
- Valid Class 5 PEI Driver's license with reliable access to a vehicle.
- Excellent written and verbal communication skills.
- Ability to work independently and with minimal supervision.
- High level of office organizational skills and record management.
- Professional, positive, and friendly qualities.

**Please submit your cover letter and resume to:**

**Native Council of PEI  
6 FJ McAulay Court, Charlottetown, PE C1A 9M7  
Or Email: [humanresources@ncpei.com](mailto:humanresources@ncpei.com)  
Subject Line: Executive Assistant  
***Competition will remain open until filled.*****

As per section 16 (a) of the Canadian Human Rights Act: Preference will be given to persons of Aboriginal ancestry.