



**Career Opportunity:**  
Executive Assistant – Community Services  
**(Full-Time, Permanent)**

**Closing Date:**  
August 13<sup>th</sup>, 2025

**Start Date:**  
Immediate

**Salary Range:**  
\$57,124 - \$64,293  
**(Based on Qualifications and Experience)**

**General Description:**

We are hiring an Executive Assistant to support the Executive Director of Band Member and Community Services. This position operates in a collaborative, service-oriented environment dedicated to community health, wellness, education, and social development. The ideal candidate will bring empathy, adaptability, and strong organizational skills to support leadership in delivering vital community programs and services.

**Responsibilities:**

- Provides confidential administrative support as determined by the Executive Director.
- Acts as a point of contact to filter incoming calls and emails as well as respond to external or internal general enquiries.
- Retrieves, records and distributes incoming and outgoing mail.
- Manages the Executive Director's calendar and schedule.
- Maintains office supply inventories and forms, including placing orders.
- Maintains office equipment (photocopier), including calling for repairs.
- Coordinates meeting set-ups (e.g. catering, room bookings, agendas, meeting packages, etc.) and records minutes of meetings when required.
- Coordinates travel arrangements, including booking transportation and accommodations, and processing travel expense claims.
- Provides logistical and administrative support for community meetings or events involving the Executive Director.
- Assists with preparation of briefing notes, reports, and presentation materials for leadership or Council meetings.
- Maintains leave tracking system for the Executive Director's staff.
- Reviews documents, such as temporary new hire kits, for completeness prior to Director approval and processing. Follows-up with Department Managers for missing information.
- Provides administrative support for the Request for Proposal (RFP) process.
- Performs general office duties such as photocopying, faxing, and typing correspondence.
- Maintains records management system including digitization of files.
- Assists with ensuring compliance with the organization's records management and

- document retention policies.
- Prepares and distributes internal communications on behalf of the Executive Director, such as staff memos, announcements, or policy updates.
- Assists with special projects and ad-hoc tasks as needed.
- Other related administrative duties as required such as processing invoices, conducting research, and maintaining tracking systems.

**Qualifications and Education:**

- Grade 12 or equivalent plus one year of relevant administrative work experience.
- Administrative training from a recognized educational institution is considered an asset.
- Proficient in the use of MS Office Suite (Outlook, Word, Excel) and/or ability to learn new software.
- Ability to work well in a fast-paced, highly confidential, and governance-related environment.
- Must be people-oriented with a desire to be proactive and create a positive work environment for all.
- Able to prioritize workload and work with a high level of attention to detail.
- Excellent verbal and written communication skills.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Must have access to reliable transportation.
- Open to, and interested in, obtaining additional required skills and competencies for the position.
- A criminal records check is required, though having a criminal record is not necessarily a determinative factor.

**Working Conditions:** Work completed in a comfortable office environment with an extensive amount of time sitting at a desk using a computer.

**Benefits:** This position comes with a competitive compensation package and a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Please apply with a resume, cover letter and Criminal Records Check to:

**Human Resources Department**

Email:

[employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0.

*We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.*

***Only those applicants who qualify for an interview will be contacted.***