



Job Posting: Executive Assistant to Executive Director / Office Manager
Department: Core
Location: Charlottetown
Position: Permanent, Full-Time 37.5 hours/week
Salary: \$55,000 to \$65,000
Deadline to apply: September 24, 2026

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

THE ROLE

Reporting to the Executive Director (ED), the Executive Assistant (EA) is primarily responsible for working directly with and assisting the ED. Providing executive support that ensures the ED is kept well informed regarding meetings, events, commitments and other responsibilities, including following up as necessary. The EA schedules meetings, makes travel arrangements, prepares letters, minutes, briefing notes and reports, and liaises with staff, the Epekwitk Assembly of Councils and other stakeholders as necessary. The EA is also responsible for ensuring that an appropriate records management system is established and maintained for all executive-related documentation and information.

The EA also maintains the corporate record for the Assembly and related Committees. Is responsible for scheduling and arranging meetings, recording and disseminating meeting minutes, and preparing and disseminating resolutions as well as ensuring timely completion.

QUALIFICATIONS:

Education, Years of Experience

- Completion of a recognized administration professional/office studies program and/or related degree.
- 3+ years related administrative experience at a senior management level.

Skills/Competencies

- Skilled in working with Microsoft 365 applications.
- Excellent written and oral communication skills with a keen eye for detail.
- Work with confidential information with integrity and trust.
- Ability to work independently and prioritize accordingly to effectively manage multiple projects and deadlines.

- Very strong interpersonal skills and the ability to build relationships.
- Must be comfortable and skilled at working in a cross-cultural setting.
- Experience managing and arranging appointments according to priority and rescheduling when conflicts arise using multiple calendars in Microsoft Outlook.
- Provide executive support and ensure ED is kept well informed regarding meetings, events, commitments and other responsibilities, including following up as necessary.
- Prepare meeting notices, agenda items, and minutes: Staff, Executive, the Assembly, Committees; sharing and filing appropriately.
- Provide administrative support to Senior Leadership Team as needed.
- Assist with various funding proposal submissions.
- Assist with processing claims.
- Assist Accounts Payable with data entry and record keeping as required.
- Manage and maintain an appropriate records management system for all information related to the Executive Director's office and the Assembly, including corporate records.
- Support the Executive Director in determining action items and following up with the senior management team on deliverables as necessary.
- Able to run errands and purchase supplies for the Charlottetown office as needed.
- Manage office supplies inventory for the Charlottetown Office.
- Act as a point of contact for any Charlottetown office repairs and maintenance.
- Provide general office assistance such as communicating with staff, public, and co-workers respectfully and courteously; receive and sort incoming mail, redirect, assemble and organize outgoing mail for its destination.
- Event planning, book venue and accommodations, organize meals, facilitators, activities etc.
- Other duties as required.

OTHER:

- Provide a Criminal Record Check

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca

with the Job Title, "Executive Assistant to Executive Director / Office Manager" in the subject line or deliver resume to:

ATTN: Human Resources Manager, Mi'kmaq Confederacy of PEI, 201 – 8 Stan MacPherson Way, Charlottetown PE, C1A OJ7

Deadline to apply: Thursday, September 24, 2026, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.