



**ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS
SECRETARIAT**
www.apcfn.ca

APC Employment Opportunity
Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP)
Administrative Assistant

Full Time Term Position Until March 31st, 2012 with possibility of Renewal

Description: Provide secretarial and administrative duties for staff of AAEDIRP in a professional and personable manner. In addition, important elements will include the organization and coordination of facilities, meetings and meeting preparation.

Generally, in keeping with the AAEDIRP goal to build Aboriginal research capacity in the field of Aboriginal economic development through the hiring of Aboriginal staff, the training of Aboriginal researchers and the involvement of Aboriginal students, program staff will work with the administrative assistant to build research skills and research capacity.

Specifically, the position is required to provide Administrative Support Services for the program staff and program operations.

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

Experience: Applicants must have at least 1-3 years experience working as an Administrative or Office Assistant and 1-3 years experience working for a First Nation community or organization

Abilities & Skills:

- Demonstrated proficiency in computer software such as Microsoft Word, PowerPoint, Excel, Email, Internet etc.
- Knowledge of First Nation communities and organizations in the 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, Maliseet or Innu would be an asset

Essential Functions and Duties:

- Provide administrative support to communities, steering committee co-chairs; steering committee members, other AAEDIRP committee members and program staff.
- Updating contact lists – Steering committee, sub-committee, and stakeholders contact lists, etc.
- Typing and editing of documents (ie, minutes)
- Booking meetings, sending memos, notifying members of meetings
- Creation and circulation of interoffice and regional memos via email/fax
- Faxing
- Establishing file management system, filing all correspondence/documents
- Packages and outgoing mail, incoming mail
- 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.

Salary: Depending on qualifications and experience (within APC salary grid).

Location: Cole Harbour, Dartmouth, Nova Scotia

Start date: September 1st, 2011 – March 31st, 2012 (With the possibility of renewal)

If you are interested and qualified and want 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 #2011-08-02** on the cover letter);
- 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 Wednesday, August 24th, 2011** to the attention of Tami Brophy.

Email address: tami.brophy@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.