



**EMPLOYMENT OPPORTUNITY
Mi'kmaq Confederacy of PEI
Child and Family Services Program
Executive Assistant**

Reporting to the Director of Child and Family Services, the Executive Assistant is responsible for providing senior level administrative support in file management, record keeping, scheduling, data entry and administration. This position requires a high level of skill and competency and the ability to understand and maintain highly confidential information.

Duties will include but are not limited to:

- Assist the program director by arranging appointments according to priority and rescheduling when conflicts arise;
- Maintaining and organizing electronic and hard copy files;
- Maintain quality control in handling exceptionally private and confidential client file system, briefing notes, work plans;
- Maintaining administrative files on a variety of subjects and program areas ensuring a high level of accuracy and confidentiality, including statistics specific to the program;
- Preparing correspondence, reports, letters, memoranda, and other documentation, on a variety of subjects including confidential topics;
- Prepare invoices for payment;
- Responding to written, telephone and email inquiries;
- other duties as required

Minimum Qualifications:

- Successful completion of grade 12 and completion of a recognized secretarial/ office studies program.
- Considerable related secretarial experience at a senior management level.
- High degree of proficiency in typing, editing and composing correspondence with word processing tools as well as English composition.
- Skilled in working with spreadsheets, email and computer presentation software, as well in organization, time management and interpersonal communication.
- Demonstrated ability in recording of meetings, and the ability to work in demanding workload environment and to work both independently and as a team member.
- A good previous work and attendance record and an acceptable criminal record check.
- Must hold a valid driver's license.
- Preference will be given to Aboriginal candidates.

Hours of work:

Hours of work will be in accordance to the standard hours of operation at the Mi'kmaq Confederacy of PEI (Summer hours are 8:00am-4:00pm and Winter hours are 8:30am-4:30 pm). A standard work week for this position is 37.5 hours unless otherwise specified in the employment contract. There will also be additional hours worked to accommodate for meetings/ workshops related to the position.

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 interview or relocation costs will be provided.

Salary to commensurate with relevant education and experience.

Full time beginning immediately, 75 hours bi-weekly. Location of work will be in Summerside. The deadline to apply for this position is May 27, 2016 at 4:00pm.

Please email your resume and cover letter to tbernard@mcpei.ca or mail to:

**Mi'kmaq Confederacy of PEI (MCPEI)
Attn: Tabatha Bernard
200 Read Drive
Summerside, PE
C1N 5N7**