



EMPLOYMENT OPPORTUNITY

Health Program: Executive Assistant/Policy Support

Reporting to the Director of Health, the Executive Assistant/Policy Support is responsible for providing senior level administrative and policy support. This position will work closely with the MCPEI Health Team and identify required high level policy and program support with a cultural safety lens with the ability to understand and maintain confidential information and Health systems. Duties and experience will include but are not limited to:

Qualifications

- College degree in Health Administration or equivalent experience.
- Health policy, program development and team-oriented competencies.
- Will be expected to support programs such as Emergency Management, IRS Program, Jordan's Principle, Health Promotion, MMIWG
- Proven ability to efficiently analyze, synthesize documents and reports, (Indigenous Health-related).
- Maintaining and organizing electronic and hard copy files;
- Maintain quality control in handling exceptionally private and confidential client file system, briefing notes, work plans;
- Excellent in oral and written communication Skills
- Previous work experience within First Nations would be an asset.
- Demonstrated ability to work independently, have initiative and be adaptable.
- Knowledge of the culture, traditions, social history and economic conditions of PEI First nations.
- Preparing correspondence, reports, letters, memoranda, and other documentation, on a variety of subjects including confidential topics;
- other duties as required

Complete Job description is available on request. Closing date for applications is July 5th,2019. Hours of Work: Full time beginning immediately, 37.5 hours per week.

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

Mi'kmaq Confederacy of PEI (MCPEI)

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