



Executive Assistant to the Executive Director

Location: Charlottetown

Position: Full time 37.5 hours/ week

Competition Deadline: November 30, 2021

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

The Role:

The Executive Assistant will report to and support the Executive Director. They will be responsible for providing senior level administrative support in file management, record keeping, scheduling, and data entry. This position requires a high level of organizational skills and competency and the ability to understand and maintain highly confidential information.

Qualifications:

Education, Years of Experience

- Successful completion of grade 12 and completion of a recognized administration professional/office studies program and or related degree.
- Considerable related administrative experience at a senior management level.

Skills and Competencies

- Skilled in working with Office 365 including 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 handle a demanding workload and to work both independently and as a team member.
- Experience managing and arranging appointments according to priority and rescheduling when conflicts arise.
- Ability to organize electronic and hard copy files.
- Ability to work with confidential information with integrity and trust.
- Preparing correspondence reports, letters, emails, other documentation on a variety of different subjects.
- Coordinating travel plans as required for out of province travel.
- Assisting in various funding proposal submissions.
- Highly detail-oriented with the ability to handle multiple priorities and complete tasks/projects in accordance with stated deadline.
- Other duties as required in assistance with Executive Director.

*Demonstrated equivalencies will be considered.

** *Aboriginal 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 "Executive Assistant" in the subject line or deliver resume to by the deadline of: November 30th by 3:00 PM

ATTN: Human Resource Manager, Mi'kmaq Confederacy of PEI, 8 Stan MacPherson Way Charlottetown PEI C1A 0J7

Full Job Advertisement Details are available at <https://mcpei.ca/jobs/>

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