



SANKEWITAHASUWAKON

Sankewitahasuwakon Executive Assistant

Term: January 6th, 2025-March 31st, 2026 (with possibility of renewal)

Location: Hybrid, the successful candidate must live in New Brunswick. Office space may be located in one of the 15 First Nations or at a Tribal Council Office.

The Tribal Councils in New Brunswick (Wolastoqey Tribal Council Inc., Mawiw Inc., and North Shore Mi'kmaq Tribal Council Inc.) are engaged in community-led processes to pursue self-determination in health and increase control over health services currently delivered by ISC-FNIHB.

Sankewitahasuwakon is a collaborative process between First Nations partners, the federal government, provinces, and territories. The intent is to create a more coordinated health system in which First Nations-led health organizations assume greater control of the design, administration, management and delivery of health and wellness services and programs that support community wellness and address their health needs and priorities.

The goal of the Executive Assistant position is to provide operational, technical, administrative support to the Sankewitahasuwakon Executive Director and Technical Team. Reporting to the Executive Director, the Executive Assistant will oversee the day-to-day administrative operations of the organization.

The ideal candidate will possess the following qualifications, attributes and skills:

- **Organizational Skills**
 - Organized and able to plan well, adapt to changing situations and solve problems effectively.
 - Organizational and time management skills.
 - Flexibility and ability to adapt creatively in a variety of situations.
- **Professional Conduct**
 - Possesses strong principles, navigates all aspects of work in an ethical manner.
 - Experience in a role that required discretion and confidentiality.
- **Communication and Interpersonal Skills**
 - Works and communicates effectively with people from different backgrounds and fosters a strong sense of teamwork.
 - Excellent verbal and written communication.
 - Ability to create strong partnerships and relationships.
- **Technical Skills**
 - Experience with Canva, MS Teams, SharePoint, Outlook, Excel, and Adobe PDF.
- **Cultural Knowledge**



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- Knowledge and understanding of Mi'kmaq and Wolastoqey culture and communities.
- Understanding of cultural and language diversity.
- Experience interacting with community members, including elders and leadership.
- Awareness of First Nations health landscape.
- **Additional Attributes**
 - Is willing to travel.
 - Ability to speak Mi'kmaq or Wolastoqey considered an asset.
 - Demonstrated ability to work independently and as part of a team.
 - College diploma/certificate in a related field and/or equivalent relevant experience is considered an asset.

Job Responsibilities:

- Prepare and edit correspondence, communications, presentations, and other documents.
- Arrange and coordinate meetings and events.
- Collect, and analyze data to prepare reports and documents.
- Prepare and present statistical and budget reports.
- Record, transcribe and distribute minutes of meetings.
- File and retrieve documents and reference materials on a web-based Records Management System and paper copies.
- Manage the Executive's Calendar and email
- Make travel and accommodation arrangements.
- Attend meetings, take minutes, schedule any follow up and track attendance and action items.
- Provide administrative support to Technical Team and Working Groups where needed.
- Maintain high level of confidentiality and discretion.

Remuneration is commensurate with qualifications and experience. We encourage all qualified persons to apply; however, **preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.**

Applications should be submitted in confidence via email, with the subject line "Executive Assistant" to: human.resources@wolastoqey.ca. The deadline for application is Tuesday November 26th, 2024.