



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity

Communications/Administrative Assistant – Fisheries and Integrated Resources

**Full Time Term Position Starting as soon as possible – March 31, 2026
(With possibility of renewal)**

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

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 3-5 years' experience working as an Administrative or Office Assistant and 1-3 years' experience working for a First Nation community or organization

Abilities & Skills:

- Possess a valid driver's license, have a reliable vehicle and be willing to travel when required.
- Demonstrated proficiency in computer software such as Microsoft Word, PowerPoint, Excel, Outlook, 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 or Maliseet would be an asset.

Essential Functions and Duties:

- Provide administrative support to Department of Fisheries.
- Updating contact lists and preparing correspondence
- Typing and editing of documents (i.e., minutes).

- Booking meetings, sending memos, notifying members of meetings.
- Creation and circulation of interoffice and regional memos via email/fax.
- Understanding of budgets and general finance.
- Establishing file management system, filing all correspondence/documents.
- Packages and outgoing mail, incoming mail.
- Reception - answering the phone, emails, and messages (as backup only).
- Assist in making travel arrangements for program staff.
- Assist with special projects and events as required.
- Work well independently as well as part of a team.

Benefits: Vacation/Sick Leave/Personal Days
Health and Dental Plan
Pension Plan
Free Parking

Salary: \$45,000 - \$60,000

Location: APC Head Office in Cole Harbour, Dartmouth, Nova Scotia.

Start date: As soon as possible

If you are interested, qualified and would like to be 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 #2025-01-01 on the cover letter and subject line of your email**);
- 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, January 31, 2025.**

Email address: hr@apcfnc.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.